STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Trinity River	Northern			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Custodian I	R15	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-175-2011-956	10/21/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION

Under the supervision of the Field Sergeant, the Custodian I is responsible for maintenance of facilities and grounds in such a manner as to ensure a clean, safe and orderly work environment for the Trinity River Area.

SUPERVISION RECEIVED

The Custodian I reports directly to and receives the majority of their assignments from the Field Sergeant. However, direction and assignments may also come from the Commander and/or Office Services Supervisor I (Typing).

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
40%	Empty and clean garbage receptacles; dust/clean desks, cabinets, locker rooms lockers, counters, tables, equipment and furniture; removal of all dust, dirt and other debris form all floors; stripping, cleaning, sealing and/or waxing floors as needed; vacuum carpets.
40%	Clean lavatories and kitchen sinks; clean/disinfect urinals and toilet bowls; replenish all dispensers as needed (e.g., soap dispenser, toilet tissues, paper towel and drinking cups); mop all non-carpeted floors and mop restroom with a disinfectant cleaner; clean windows and blinds, walls and ceilings; replace light tubes/bulbs when necessary; maintain inventory of janitorial supplies, and requisition supplies through the Office Assistant (Typing) as needed.
10%	Assist in the receiving, breakdown, and distribution of quarterly supplies; assist in moving and arranging furniture/ equipment as needed; operate scrubbers, buffers, waxers, and other equipment and machinery as needed; make minor repairs to the building, furniture and equipment to ensure the safe and satisfactory condition of the facility.
5%	Collect, shred, and dispose of confidential material.
	Non-Essential Functions
5%	Perform other job-related duties within the scope of the classification, as assigned.
TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE