STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current ☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31441	Facilities Management Division (FMD)	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Region III - Franchise Tax Board	9645 Butterfield Way, Sacramento, CA 95827	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Custodian Supervisor I	308-066-2002-002	S15
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☑ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday / 2:30pm - 11:00pm	P	
WORKING TITLE	TIMEBASE	
Custodian Supervisor I	FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☑ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☑ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under direction of the Office Building Manager, the Custodian Supervisor I in the Facilities Management Division (FMD), Franchise Tax Board Complex, is responsible for planning, organizing and supervising custodial staff by directing the workload to ensure buildings are clean and maintained following FMD guidelines and other applicable published industry standards.

SPECIAL REQUIREMENTS

☑ Medical Clearance ☑ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Medical Clearance
This position requires medical evaluation clearance.

Background Clearance
This position and/or location requires background investigation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Assigns, supervises, and assists staff performing custodial duties to keep assigned areas clean and orderly by inspecting the work of staff daily and providing guidance to staff on established FMD custodial practices in order to complete assigned work tickets for maintenance and ensure a clean building in accordance with the FMD Cleaning Manual and applicable published guidelines utilizing MS Office, Activity Based Management System, Project Accounting and Leave (PAL) database and Maximo.
20%	Supervises, directs, develops, and reviews the work of subordinate staff by communicating unit

PERCENTAGE	DESCRIPTION
	goals and objectives, establishing performance expectations, inputting, reviewing and approving/ denying timesheets, managing staff requests for time off, maintaining adequate staffing, providing direction and information on OHR processes, and developing timely performance evaluations and training plans, in order to provide opportunities for training, promote upward mobility, provide guidance on personnel performance issues, to ensure equal employment opportunities and a harassment and discrimination-free work environment, utilizing Project Accounting and Leave, applicable bargaining unit contract provisions, the Personnel Operations Manual, DGS policies, procedures and guidelines, State Personnel Board and California Department Human Resources' laws, rules and regulations.
15%	Tracks and inventories custodial supplies, products, tools, and equipment needed by determining and comparing the best prices, and maintaining an inventory log of supplies in order to make written recommendations to management for ordering and replenishing supplies utilizing Microsoft Office, Maximo, catalogs, the Internet, vendor and supplier prices to ensure adequate inventory is maintained for FMD staff to provide a clean and safe environment for the occupants.
15%	Attends training in the handling of hazardous materials and use of environmental safeguards in order to maintain a safe and healthy work environment for the benefit of all employees and the public utilizing FMD Environmental Safety and Health Unit, to ensure compliance with laws and regulations, the Occupational Safety and Health Administration, mandated safety training, the Injury and Illness Prevention Program, and Workers' Compensation protocols.
10%	Responds to service and/or emergency requests submitted by tenants or FMD staff by evaluating, prioritizing, and either assigning or completing the custodial work necessary following FMD guidelines, and reporting to supervisor as necessary in order to provide a clean and safe environment and ensure the delivery of quality service.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides back-up and coverage by performing custodial work and assisting with custodial tasks when personnel shortages occur in order to maintain business continuity to ensure a clean and safe building environment in accordance with FMD standards and guidelines.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☑ Travel (Specify the percentage in the travel box below)

Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

Work in buildings low-rise (6 floors or less) to high-rise (7 floors and higher) office environment.
Wear unaltered FMD supplied shirts and pants according to current uniform policy.
Climb stairs and ladders, reach or stretch, bend, stoop or kneel, lift, push or pull objects up to 50 pounds.
Move about and work in confined spaces.
May require work in any location in the regional area.
Travel to other outlying buildings utilizing various modes of transportation.
May require ability to work overtime.
Wear safety equipment during the performance of duties, i.e., ear plugs, face masks, eye goggles, latex gloves, cloth gloves, rubber boots or rain gear and back support.

☐ Current
☑ Proposed

Inspection of the routes cleaned by staff or inspection of proper operation of machinery/equipment.

DESIRABLE QUALIFICATIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED