



October 2017  
FLSA: Non-Exempt  
Safety Sensitive

## **PART-TIME CUSTODIAN**

*Filing Deadline: Open Until Filled*

*Hourly Rate: \$14.20 - \$19.03 with benefit package  
Participation in the California Public Employees'  
Retirement System (CalPERS)*

### **DEFINITION**

Under general supervision, washes the exterior of El Dorado Transit vehicles and cleans, disinfects and maintains the interior; operates the automatic vehicle washing equipment; performs routine maintenance and cleaning duties of El Dorado Transit offices, facilities and vehicles; uses a variety of custodial tools, equipment and supplies; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from management and supervisory staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a fully qualified journey-level classification responsible for performing the full range of vehicle washing/cleaning and custodial duties for El Dorado Transit offices and sites, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Using a variety of materials and equipment, cleans and sanitizes the exterior and interior of El Dorado Transit vehicles; operates automatic vehicle washing equipment; ensures interior seats and flooring are properly maintained in a tidy condition; cleans and maintains automatic bus washing equipment.
- Performs a diverse range of custodial duties in El Dorado Transit facilities and sites; cleans offices, facilities, bus shelters and bus stops; monitors conditions of facilities and reports the need for maintenance and repair.
- Sweeps, mops and scrubs floors; removes trash; cleans windows; wipes down and dusts ceilings, walls, and doors; dusts furniture and equipment.
- Maintains bus stop locations by performing tasks such as cleaning, installing and repairing bus stop signs, benches and shelters; removes graffiti; replenishes and stocks bus schedules and public notices.
- Follows label instructions to mix and dilute cleaners, disinfectants and stripping agents for proper use.
- Uses a variety of custodial tools, equipment and supplies, maintains equipment and supplies in proper condition.

- Closes windows, and locks doors to secure facilities and vehicles.
- Keeps basic records of work performed.
- Performs landscape maintenance at various sites; mows lawns; trims bushes and removes weeds; ensures that walkways and paths are clear of debris.
- Operates all transit vehicles.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Proper cleaning methods, and the use of cleaning materials, and disinfectants.
- Proper use of automatic vehicle washing equipment.
- Use and minor maintenance of hand and power tools and equipment used in custodial work.
- Safety practices when working with tools, equipment and cleaning materials.
- Techniques for providing a high level of customer service by effectively dealing with the public and El Dorado Transit staff.
- Basic record keeping practices.

### **Ability to:**

- Wash vehicles and maintain interiors in a clean and tidy condition.
- Perform general custodial tasks within an office and maintenance/shop environment.
- Properly use personal protective equipment and handle hazardous chemicals
- Understand and follow written and oral instructions.
- Demonstrate excellent customer service skills.
- Present a positive public image of the transit system.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered in the course of the work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to completion of the eighth (8<sup>th</sup>) grade and six (6) months of custodial work experience.

### **Licenses and Certifications:**

- Possession of, and ability to maintain, a valid California Driver's License and a safe driving record throughout employment.
- Possession of, or ability to obtain within ninety (90) days of appointment to the classification, a Class B Driver's License with a passenger endorsement and no air brake restriction; and maintain a safe driving record throughout employment.

## **PHYSICAL DEMANDS**

Must possess mobility to work in an outdoor/indoor setting; operate cleaning equipment and tools; vision to read printed materials; and hearing and speech to communicate in person. Standing in and walking between work areas is frequently required, specifically climbing in/out of buses. Finger dexterity is needed to operate tools and equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties. Employees must possess the ability to lift, carry, push, and pull materials and

objects up to 40 pounds with the use of proper equipment such as backpack sanitizing fog sprayers and steam cleaner. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees occasionally works indoors in an office or other indoor facility environment, and typically during non-standard hours with frequent exposure to dirt, dust, hazardous substances, and human or animal bodily fluids; predominately works outdoors in all weather conditions and temperatures.

### **WORKING CONDITIONS**

- Must be willing to work outdoors in all weather conditions and to work weekends, evening shifts, and overtime as necessary.

### **APPLICATION AND SELECTION PROCEDURES:**

It is the responsibility of the applicant to ensure delivery of the completed application to the El Dorado County Transit Authority office at 6565 Commerce Way, Diamond Springs, CA 95619. El Dorado County Transit Authority applications must be used. **A current original ten (10) year Department of Motor Vehicle printout of your driving record must accompany your application, run no more than 60 days prior to the date your application is received by Human Resources.** Resumes may be attached but may not be substituted for any portion of the application. All completed applications will be reviewed and the most suitable qualified applicant, based upon the information provided on their application, will be invited to participate further in the examination process. Depending on the number of qualified candidates the examination process may include application screening, skills testing, and/or oral interviews.

*EL DORADO COUNTY TRANSIT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER*