



Facilities and Safety Services Job Family: **Custodian Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Custodian I INDIVIDUAL CONTRIBUTOR	Custodian II INDIVIDUAL CONTRIBUTOR
	Perform/be able to perform most or all of the duties and responsibilities of the Custodian I level
Sweep, dust mop, wet mop, vacuum, strip, and wax floors on a regular basis	
Remove trash and recyclable materials	
Clean restroom facilities daily; supply with sufficient paper products	
Wash, walls, windows, and sills on a regular basis	Clean walls and stall enclosures of restroom facilities at least once a month
Sweep/shovel snow from stairs/walks to building entrances; keep entrances clean from debris	
Unlock building entrances in the morning	Unlock all building doors
	Supervise up to ten custodians

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10220 CUSTODIAN I, BAND A	10221 CUSTODIAN II, BAND B
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High school diploma or equivalent; up to 1 year experience or equivalent	High school diploma or equivalent; up to 2 years or equivalent
IMPACT	Extend beyond department	Extend beyond department
CONTACTS - INSIDE	Receive information Provide information	Provide guidance Provide instruction
CONTACTS - OUTSIDE	Limited contact	Limited contact
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures

FACTOR PROFILE	10220 CUSTODIAN I, BAND A	10221 CUSTODIAN II, BAND B
SUPERVISION	None given	Group leader Full responsibility of students, temporaries, and employees who do similar work Includes recommendations for hiring and performance appraisals
COMPLEXITY	Tasks relate to one specific area of work	Entire field tasks
LEVEL OF DECISION MAKING	Responsible for making routine decisions within limits prescribed by established policies or by supervisor	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits prescribed by established policies or the supervisor
FREEDOM OF ACTION	General supervision Proceed alone on regular tasks Refers questionable situations to the supervisor	General supervision Proceed alone on regular tasks Refers questionable situations to the supervisor
SUPPORT SKILLS – WRITING	Limited responsibility, OR is position’s area of work	Limited responsibility, OR is position’s area of work
SUPPORT SKILLS – COMPUTER	Limited responsibility, OR is position’s area of work	Limited responsibility, OR is position’s area of work
WORKING CONDITIONS - PHYSICAL	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.

FACTOR PROFILE	10220 CUSTODIAN I, BAND A	10221 CUSTODIAN II, BAND B
WORKING CONDITIONS - VISUAL	Normal concentration and visual attention	Normal concentration and visual attention
WORKING CONDITIONS - HAZARD	Chemicals/substances requiring careful use. Handling of animals or mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices	Chemicals/substances requiring careful use. Handling of animals or mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices