



Job Title	Custodial Specialist I, II, III	Job Code	FS0211, FS0213, FS0215
Pay Plan	USPS	Pay Grade	11, 12, 13
Union	AFSCME	FLSA Status	Non-Exempt
Job Family	Facilities	Union Code	20
		Subfamily	Custodial Services

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Custodial Services Professionals are responsible for cleaning and housekeeping of buildings and/or exterior areas. May involve trash and recycling removal and meeting room set-up.

Job Summary

Cleans rooms, furniture, floors, carpeting, and windows using appropriate cleaning equipment. Ensures proper inventory control and security. Uses a wireless work order system and a computerized maintenance management system (CMMS).

Representative Duties

1. Cleaning

- Cleans and stocks restroom facilities and other common-use areas according to standards
- Removes trash and recycling
- Sweeps and wet mops floors, and refinishes by stripping, waxing, and buffing
- Pressure washes as needed
- Vacuums and shampoos carpeted areas; moves and replaces furniture
- Cleans furniture, walls, equipment, windows, and doors

2. Record Keeping

- Assists with inventory control and security
- Keeps time and job records of assigned work using electronic CMMS equipment
- Reports deficiencies, such as maintenance, hazards, and sanitation issues
- Sets up and breaks down equipment for special events

3. Special Assignments

- Assists in restocking custodial closets when needed
- Sets up and breaks down equipment for special events

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Completion of the 9 th Grade	
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Outside of a standard office environment with specific physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

Level III

- 4+ years of relevant work experience
- Managing projects / processes, working independently with limited supervision
- Coaching and reviewing the work of lower level professionals
- Problems faced are difficult and sometimes complex

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.