

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**CUSTODIAN
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future custodial positions. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions perform semi-skilled manual custodial tasks and/or custodial leadwork tasks within a variety of state facilities, such as office buildings, classrooms, healthcare facilities, student center buildings, correctional facilities, residence halls, dining facilities, and athletic facilities.

C. Exclusions

Excluded from these classifications are the following types of positions:

1. Positions that spend a majority of time (more than 50%) performing building and grounds maintenance and repair work and are more appropriately classified as Facilities Repair Worker.
2. Positions that spend a majority of time (more than 50%) performing mechanical maintenance and repair work and are more appropriately classified as Maintenance Mechanic.
3. Positions that spend a majority of time (more than 50%) maintaining the grounds at a state facility and are more appropriately classified as Groundskeeper.
4. Positions that spend a majority of time (more than 50%) performing intensive physical work and are more appropriately classified as Laborer.

5. Positions that meet the statutory definition(s) of supervisor and/or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter this classification by competition. Advancement to the lead level will be through competitive examination.

II. DEFINITIONS

CUSTODIAN

This is manual semi-skilled work associated directly with the performance of a variety of custodial tasks as identified in the examples of work performed below. This work will take place in a variety of state facilities including, but not limited to, office buildings, classrooms, healthcare facilities, student center buildings, correctional facilities, residence halls, dining facilities, and athletic facilities. Work is performed under general supervision.

Examples of Work Performed:

- Dust and clean desks, shelves, radiators, moldings, and windowsills.
- Spot mop spills and wipe spots off walls
- Clean/wash ashtrays, chalk trays, and blackboards.
- Empty waste baskets and/or recycling bins.
- Dust mop and/or sweep floors, stairs, etc.
- Count, record, and change linens.
- Wet mop floors, halls, stairs, etc.
- Manually, or by machine, strip floor finish and apply new floor finish.
- Clean and disinfect bathroom sinks, toilets, fixtures, floors, showers, bathtubs, and walls.
- Operate a wide variety of cleaning equipment including vacuum cleaners, manual/riding scrubbers, and carpet shampoo equipment, such as rotary scrubbers and floor burnishers.
- Wash walls, windows, and ceilings.
- Move and set up furniture and equipment for office moves and/or special events.
- Perform limited ground maintenance functions such as trash pickup, snow removal, and salt application.
- Climb ladders and/or use lifts to replace light bulbs and clean light fixtures.
- Stock shelves and/or cleaning carts with needed supplies.
- Maintain swimming pools in addition to cleaning walls and floor surfaces of pool. Duties may include cleaning filters, monitoring and adding chemicals to maintain water quality, and operating underwater cleaning devices.
- Lock and unlock doors/buildings. May verify that lights and other appliances are off.
- Test fire alarms and report fire hazards and other emergencies to the appropriate staff, conduct visual inspection of safety equipment such as fire extinguishers.
- Prepare equipment and cleaning solutions for work.
- Operate building equipment such as bleachers, dividers, nets, etc. to support building activities.

- Clean and sanitize isolation rooms and/or cells.
- Perform other assigned work that may include tasks not specifically enumerated above of a similar kind and level.

CUSTODIAN LEAD

This is lead-level custodial work. In addition to performing those custodial duties identified under the Custodian Classification, a Custodian Lead is responsible for guiding a crew of Custodians cleaning an assigned area of a state operated building on a given shift. Work is performed under general supervision.

Examples of work performed:

- Plan and assign tasks and assist a cleaning crew performing such duties as mopping and scrubbing floors, waxing and polishing floors and furniture, sweeping and cleaning walks and drives, operating elevators, dusting desks, cleaning ash trays, wiping spots off walls, and mopping spills.
- Make frequent rounds of the area checking the progress and quality of housekeeping services being performed.
- Make regular inspections of utilities, such as plumbing and heating and ventilating equipment. Report the need for repairs and replacements to the supervisor
- Arrange furniture and equipment for conferences, dinners, and meetings held in the assigned area.
- Requisition and distribute custodial supplies and maintain control on the use of supplies.
- Instruct employees on the proper use of equipment and appropriate cleaning techniques.
- Collect employee's time records.
- Assist supervisor in developing, updating, and modifying training programs and materials.
- Perform other assigned work that may include tasks not specifically enumerated above of a similar kind and level.
- Fills in for custodial vacancies.
- Perform limited ground maintenance functions such as trash pickup, snow removal, and salt application.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 18, 2003, and announced in Bulletin MRS-SC-153, to collapse the Custodian 1, 2, and 3 classifications which were abolished as a result of the Blue Collar Survey.

The original classification series Building Maintenance Helper 1, 2, and 3 was retitled to Custodian 1, 2, and 3 effective February 9, 1992 and announced in Bulletin CC-314. The specification was rekeyed February 8, 2000, to bring the format up to current standards and provide an electronic version for posting to the World Wide Web. There were no changes to the concept of the classification

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