

SANTA BARBARA COUNTY EDUCATION OFFICE  
Personnel Commission

**CLASS TITLE:** CUSTODIAN/DELIVERY DRIVER

**BASIC FUNCTION:**

Under the direction of the Maintenance and Operations supervisor, perform custodial and routine maintenance duties to assigned buildings; deliver materials and equipment and other items to various locations.

**REPRESENTATIVE DUTIES:**

1. Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets; sweep sidewalks.
2. Wash windows and clean rain gutters using tall ladders.
3. Wash and dust, screens, doors, desks, counters, table tops and walls.
4. Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls.
5. Restock towel, tissue and soap dispensers.
6. Empty pencil sharpeners and trash containers.
7. Replace light bulbs and tubes; clear clogged plumbing; perform other simple repairs, adjustments and replacements to assigned buildings.
8. Maintain security by checking doors, windows and lights.
9. Set up auditoriums and other rooms for meetings and special events.
10. Pick up supplies from vendors in the local area; pick up donations from local individuals.
11. Move materials, equipment and furniture between various rooms at the County Office and other sites; deliver paychecks to various sites; move materials, equipment and furniture to and from various sites.
12. Clean County cars, trucks and vans.
13. Assist in more complex maintenance activities as needed.
14. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods and materials used in cleaning buildings and related fixtures and equipment.  
Basic methods, tools and equipment and materials used in building maintenance.  
Moving materials, equipment and furniture safely and efficiently.  
California Motor Vehicle Code.  
Locations of and appropriate routes to local vendors and County sites.  
Health and safety regulations.  
Oral and written communication skills.

**ABILITY TO:**

Drive a vehicle safely.  
Clean buildings and related fixtures and equipment.  
Perform simple repairs to assigned buildings.  
Move items safely between different locations.  
Understand and follow oral and written directions.  
Work cooperatively with others.  
Lift objects weighing up to 100 pounds.  
Work from tall ladders.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above and one year experience in the care and cleaning of building and facilities, including delivery duties.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbents in this class must possess a valid California driver's license.

**WORKING CONDITIONS:**

Work includes indoor and outdoor environment; subject to travel between sites; lifting and climbing.

APPROVED BY PERSONNEL COMMISSION: June 14, 1984

REVISION APPROVED BY PERSONNEL COMMISSION: September 25, 1986

REVISION APPROVED BY PERSONNEL COMMISSION: May 28, 1992