

Federal Wage System Job Grading Standard For Custodial Working, 3566

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WORK COVERED

This standard is to be used for grading jobs made up of janitorial and custodial work, such as sweeping, scrubbing, and waxing floors; washing windows and walls; dusting and polishing furniture and fixtures; and emptying waste cans. Work is done by hand or with powered equipment. This standard should not be used to grade jobs requiring the operation of a street sweeper or similar equipment.

TITLES

Jobs covered by this standard are to be titled *Custodial Worker* unless prior approval is granted by the U.S. Office of Personnel Management for other titles. Such approval must be requested by the headquarters of the appropriate agency.

CUSTODIAL WORKER, GRADE 1

General: Grade 1 custodial workers do a variety of cleaning tasks which require light physical effort, and involve the use of hand or lightweight powered cleaning equipment. Specific instructions are provided on what to clean and the methods to use.

Grade 1 custodial workers do several or all of the following duties:

1. Clean offices, storerooms, corridors, stairways, dormitories, hospital rooms and wards, and other areas. Sweep, dry mop, scrub, wax and polish floors, using brooms, mops, lightweight vacuum cleaners, and lightweight floor scrubbers and buffers. Dust, wax, and polish furniture. Empty ashtrays and wastebaskets. Polish door knobs and other metal fixtures. Wash walls, windows, and blinds that can be reached without climbing ladders or scaffolds. In living quarters and hospital rooms and wards, make beds and change linens. Collect soiled linen and places it at a pickup point. Receive clean linen and deliver it where directed, using a hand-truck.
2. Keep restrooms in clean, orderly, and sanitary condition. Sweep, scrub, and wax floors. Clean, disinfect, and deodorize lavatories, urinals, and toilet bowls. Clean mirrors, sinks, and water fountains. Dust ledges and woodwork. Replace deodorizers, toilet tissue, hand towels, and soap. Note condition of restroom and reports to supervisors broken windows, water leaks, clogged drains, and other conditions requiring maintenance.
3. Keep a stock of cleaning materials and equipment needed to do the work. Tell supervisors when more materials are needed or when equipment is in need of repair or replacement.

Skill and Knowledge: Grade 1 custodial workers need basic abilities and knowledges, which generally require no job training or previous work experience (read signs, follow simple oral and written instructions, move around well enough to work safely, lift and move lightweight objects). They must be able to use common cleaning tools and lightweight vacuum cleaners. In addition, Grade 1 custodial workers may use powered waxers and buffers, which require a short training period.

Responsibility: Workers receive specific instructions for each new task, and are usually not required to use judgment, since their work is scheduled for them and is checked upon completion.

Physical Effort: The work at the Grade 1 level involves light physical effort, such as that involved in using vacuum cleaners and dry mops; running lightweight powered scrubbers and buffers; continually standing, bending, stooping, and reaching; frequently lifting and emptying wastebaskets; frequently pushing carts loaded with dirty laundry or waste paper; and occasionally lifting and carrying items weighing up to about 9 kilograms (20 pounds).

Working Conditions: Grade 1 custodial workers work indoors, in areas which normally have adequate heat, light and ventilation. They are exposed to dirt and disagreeable odors. Normally, there is a chance only of minor injuries (cuts, bruises).

CUSTODIAL WORKER, GRADE 2

General: Grade 2 Custodial Workers do work which involves higher levels of skills, knowledges, responsibility, physical effort, or working conditions than those described at the Grade 1 level of this standard. Normally, more than one factor must be involved, although it is possible for a major difference in a single factor to affect the overall level of the whole job.

Situations and Factor Descriptions:

The following three situations are typical of the Grade 2 level:

Situation No. 1:

Scrub, strip, wax, and polish floors using heavy (industrial-type) powered scrubbers and buffers. Wash walls, using powered wall washing machine. Vacuum clean rugs, using heavy (industrial-type) vacuum cleaners. Adjust, clean, and oil these machines, and change brushes, rollers, buffers, and other attachments on them. Wash and replace Venetian blinds, and wash ceiling fixtures and room partitions, using ladders and scaffolds. Move heavy furniture, supplies, and equipment.

Skill and Knowledge: This work requires, in addition to the skills and knowledges typical of Grade 1, the physical ability to handle and control heavy powered equipment, and to do minor maintenance on this equipment.

Responsibility: Grade 2 custodial workers must use heavy equipment safely. Supervision, instructions, etc., are the same as at Grade 1.

Physical Effort: Grade 2 custodial workers in this situation must move and control heavy equipment, carry and set up ladders and scaffolding, and work from ladders and scaffolds. Frequently, they must lift and move objects weighing about 18 kilograms (40 pounds), and occasionally objects weighing over 23 kilograms (50 pounds).

Working Conditions: Grade 2 custodial workers usually work indoors, in areas which normally have adequate heat, light, and ventilation. They are exposed to vibration from heavy equipment and to skin irritations from strong cleaning solutions used in stripping floors, etc. Care is required to avoid serious injuries when working on ladders and scaffolds and when using heavy powered equipment.

Situation No. 2:

Do the full range of cleaning duties in an assigned area (building, hospital ward, etc.), following general instructions on the work to be done. Use various preparations to clean and maintain linoleum, wood, marble, and various kinds of floor, wall, and ceiling surfaces.

Remove stains from a variety of surfaces, using chemicals and cleaning solutions. Occasionally work on ladders and scaffolds to change light bulbs, replace venetian blinds, wash walls, etc. Run powered cleaning equipment, cleans and oils it, and changes brushes and accessories.

Skill and Knowledge: Working alone, Grade 2 custodial workers must be able to do all cleaning duties on their own and without instruction. They must know the proper uses of a variety of special cleaning and sanitizing solutions, and must be able to remove different kinds of stains from a wide variety of surfaces. In addition, they must be able to clean and make adjustments to powered cleaning equipment.

Responsibility: Grade 2 custodial workers in this situation receive only general supervision, and get only general instructions on what is to be done.

Physical Effort: Moderately heavy physical effort is used occasionally in moving, setting up, and working from ladders and scaffolds. Use of heavy powered cleaning equipment (wall washers, industrial-type buffers) is required, but not on a continual basis. Overall, the physical effort in this situation exceeds the Grade 1, but is not as frequently exerted as in Situation No. 1 of this (Grade 2) level.

Working Conditions: The Grade 2 Custodial Workers usually work indoors, in areas which normally have adequate heat, light, and ventilation. Occasionally, the worker is exposed to skin irritations from strong cleaning solutions used in stripping floors, etc., and to serious injuries (e.g., broken bones) from falls from ladders and scaffolds.

Situation No. 3:

In shops, keep an area clean and in order. Sweep and wet mop floor, and remove oil, hydraulic fluid, grease, and other spilled liquids. Move heavy boxes, crates, parts, or other obstacles in order to clean up the area, and pick up scraps of wood, metal and other material. Remove scrap and trash cans from area to central pickup point. Wipe benches, machinery, etc., as directed.

Skill and Knowledge: Same as at Grade 1.

Responsibility: Same as at Grade 1.

Physical Effort: Grade 2 custodial workers in this situation occasionally lift and move objects weighing over 23 kilograms (50 pounds) (scrap and trash cans, crates, parts, etc.). They put forth moderately heavy physical effort in mopping or scraping sticky or heavy liquids from floors.

Working Conditions: Grade 2 custodial workers usually work indoors, in areas which normally have adequate heat, light, and ventilation. They are continually exposed to dust, dirt, and grease, and standing on concrete floors. Care is frequently required to avoid serious injuries (e.g., broken bones) from machinery, vehicles, etc.