

Steve Sisolak  
Governor



Patrick Cates  
Director

Peter Long  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#04-19**

January 10, 2019

**TO:** DHRM Listserv Recipients

**FROM:** Peter Long, Administrator *Peter Long*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – CUSTODIAL WORKER SERIES

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Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Beverly Ghan at [bghan@admin.nv.gov](mailto:bghan@admin.nv.gov) no later than February 11, 2019.

If no written objections are received in this office by February 11, 2019, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

# NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #19-19**  
Posting Expires: **February 11, 2019**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.631	Custodial Worker II	23	H	<i>9.631</i>	<i>No Change</i>		
9.634	Custodial Worker I	21	H	<i>9.634</i>	<i>Custodial Worker I</i>	<i>21</i>	<i>H</i>
9.636	Custodial Worker Trainee	20	H	<i>9.636</i>	<i>No Change</i>		

## ***Basis for Recommendation***

At the request of the Nevada System of Higher Education (NSHE), it is recommended that the Custodial Worker I class be amended to reflect the type of equivalent experience required when an applicant did not graduate from high school or have equivalent education. As such, the Education & Experience section of the Minimum Qualifications for the Custodial Worker I was modified to reflect "*custodial or janitorial*" experience.

This verbiage will maintain consistency with existing requirements at the Custodial Worker I and II. No other changes are required at this time.

***Note: Changes to the class specifications are noted as follows: additions in blue and deletions in red.***

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. For more information call (775) 684-0130.

**Objections to the proposed change(s) must be received in writing by February 11, 2019.** Objections should be addressed to Beverly Ghan, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

**POSTING DATE: January 10, 2019**



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CUSTODIAL WORKER II</b>	<b>23</b>	<b>H</b>	<b>9.631</b>
<b>CUSTODIAL WORKER I</b>	<b>21</b>	<b>H</b>	<b>9.634</b>
<b>CUSTODIAL WORKER TRAINEE</b>	<b>20</b>	<b>H</b>	<b>9.636</b>

**SERIES CONCEPT**

Custodial Workers perform general cleaning services to State facilities using various cleaning equipment and materials to provide a safe, hygienic and orderly work environment for all users.

Clean and/or sanitize offices, restrooms, showers, bathtubs, laundry rooms, classrooms and other facilities or assigned areas according to prescribed schedules, methods and procedures.

Dust, mop and apply finish to various types of floors; vacuum and shampoo various types of carpets; wash windows, doors, mirrors, walls, woodwork and fixtures; clean and sanitize restrooms; polish furniture; clean stairwells and elevators; and empty waste receptacles.

Operate various types of powered equipment such as electric strippers, buffers, burnishers, power washers and vacuums; utilize a wide range of cleaning agents and materials; and observe appropriate safety precautions in the handling and application of products and materials; and attend in-service and training sessions as required.

Provide security to State buildings by ensuring that windows, doors and/or access ways are properly secured when and where appropriate; lock doors, windows and gates; arm security systems; and report security deficiencies.

Replace light bulbs, fluorescent tubes, vacuum belts and bags; report broken and malfunctioning equipment to supervisor and request cleaning supplies as needed.

Move and help transport furniture to different locations; set up rooms in a timely manner for meetings and special events.

Maintain required logs of work completed, inventory and supplies used; complete required forms and prepare routine reports as needed.

Perform related duties as required.

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**CLASS CONCEPTS**

**Custodial Worker II:** Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, perform minor repairs to leaking faucets, plugged drains or faulty toilets; repair and service custodial equipment such as buffers and vacuum cleaners; perform touch-up to existing paint; may remove snow from walkways, driveways or parking lots; and ensure security systems are functioning properly and report security deficiencies.

Incumbents may be designated as lead persons or night shift supervisors for the purposes of work assignment; train and review completed tasks performed by subordinate custodial workers; and keep an inventory of equipment and supplies needed. This is the lead-worker class in the series.

<b>CUSTODIAL WORKER II</b>	<b>23</b>	<b>H</b>	<b>9.631</b>
<b>CUSTODIAL WORKER I</b>	<b>21</b>	<b>H</b>	<b>9.634</b>
<b>CUSTODIAL WORKER TRAINEE</b>	<b>20</b>	<b>H</b>	<b>9.636</b>

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**CLASS CONCEPTS (cont'd)**

**Custodial Worker I:** Under supervision, incumbents perform the full range of duties described in the series concept. This is the journey level for the series.

**Custodial Worker Trainee:** Under immediate supervision, incumbents receive training in the performance of duties outlined in the series concept. This is the trainee level in the series and provides for progression to the next level upon meeting minimum qualifications, satisfactory performance and with the recommendation and approval of the appointing authority.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENT:**

- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

**CUSTODIAL WORKER II**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and one year of custodial or janitorial experience in a commercial, industrial, hospital, governmental or similar environment; **OR** six months of general work experience and one year of custodial or janitorial experience in a commercial, industrial, hospital, governmental or similar environment; **OR** six months of experience as a Custodial Worker I in Nevada State service **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**  
**Working knowledge of:** materials and equipment used in custodial functions; safe and proper methods of using/mixing cleaning chemicals. **Ability to:** communicate effectively orally and in writing; perform minor maintenance and emergency repairs to leaking faucets, plugged drains or malfunctioning toilets; perform lead-worker duties such as assigning and reviewing work and training new employees; maintain supply inventory records; and make mathematical calculations. **Skill in:** repairing leaking faucets, plugged drains or faulty toilets; *and all knowledge, skills and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**  
**Working knowledge of:** agency policies, procedures, and practices related to custodial services and general building maintenance; security systems and practices. **General knowledge of:** inventory control methods. **Ability to:** repair and service custodial equipment such as buffers and vacuum cleaners.

**CUSTODIAL WORKER I**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and six months of custodial or janitorial experience in a commercial, industrial, hospital, governmental or similar environment; **OR** six months of general work experience and six months of *custodial or janitorial* experience in a commercial industrial, hospital, governmental or similar environment; **OR** six months of experience as a Custodial Worker Trainee in Nevada State service; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**  
**General knowledge of:** basic mathematics sufficient to keep records of supplies needed; custodial procedures

<b>CUSTODIAL WORKER II</b>	<b>23</b>	<b>H</b>	<b>9.631</b>
<b>CUSTODIAL WORKER I</b>	<b>21</b>	<b>H</b>	<b>9.634</b>
<b>CUSTODIAL WORKER TRAINEE</b>	<b>20</b>	<b>H</b>	<b>9.636</b>

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**MINIMUM QUALIFICATIONS (cont'd)**

**CUSTODIAL WORKER I** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd) and practices. **Ability to:** read labels and directions on cleaning agents and equipment; complete forms and prepare routine reports; follow written and oral instructions; perform physical labor requiring moderate physical strength; and perform custodial tasks including mopping, sweeping, vacuuming, washing windows, and cleaning restrooms; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Working knowledge of:** cleaning agents, materials and equipment used in custodial functions; safe and proper methods of using/mixing cleaning chemicals; and proper care and cleaning of carpet, upholstery fabric, and restrooms. **General knowledge of:** agency policies, procedures, and practices related to custodial services; and environmental health and safety practices applicable to custodial services such as handling hazardous materials and awareness of asbestos and blood-borne pathogens. **Ability to:** learn new methods and/or equipment used in maintaining the cleanliness of state buildings; establish and maintain effective working relationships with supervisors, employees, vendors and the general public; perform basic maintenance on custodial equipment such as changing belts, brushes and replacing bags; and operate various powered equipment used to scrub, strip, apply finish, vacuum, polish, burnish and buff various types of floors.

**CUSTODIAL WORKER TRAINEE**

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education; **OR** six months of general work experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Ability to:** follow oral and written instructions and perform physical tasks requiring moderate physical strength; read and understand written instructions, directions and assembly schematics; communicate effectively both verbally and in writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **General knowledge of:** cleaning agents, materials and equipment used in custodial functions; safe and proper methods of using/mixing cleaning chemicals; and proper care and cleaning of assigned areas.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.631</u>	<u>9.634</u>	<u>9.636</u>
ESTABLISHED:	1/1/62	1/9/54	3/8/13
REVISED:		8/1/68	
REVISED:	3/1/85		
REVISED:	7/1/89P	7/1/89P	
	5/20/88PC	5/20/88PC	
REVISED:	7/1/99P	7/1/99P	
	10/2/98PC	10/2/98PC	
REVISED:	3/8/13PC	3/8/13PC	
REVISED:	12/13/18UC	12/13/18UC	12/13/18UC
<b>REVISED:</b>		<b>2/11/19UC</b>	