

CITY OF ENUMCLAW

JOB DESCRIPTION

<u>Position Title:</u>	<i>Custodian</i>
<u>Department:</u>	Public Works Operations – Facilities 535
<u>FLSA Status:</u>	Union, Non-Exempt
<u>Pay Grade:</u>	109

JOB SUMMARY:

Under the direction of the Operations Manager or Facility Maintenance Lead Worker, performs a variety of skilled and unskilled tasks in the custodian care of buildings. This position requires the ability to perform manual labor and to work primarily Monday through Friday during evening hours, however, hours may be adjusted. This position requires the ability to operate all cleaning and building maintenance equipment. This position requires the basic knowledge of the City buildings with the expected custodial duties of each.

Essential Functions:

- Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips waxes, polishes, and buffs floors, carpets, and furniture, etc.
- Empty trash/recycle cans and replace can liners.
- Cleans, sanitize restrooms and replenish supplies; cleans spills, drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
- Washes windows, sills, walls, metal and woodwork.
- Picks litter around buildings and grounds.
- May perform minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.
- Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Inspects and maintains assigned custodial equipment and small tools for proper operation condition.
- Keeps records of work completed.
- Maintains current skills and knowledge in the proper and safe techniques of custodial and building maintenance.
- Perform other duties as assigned.

Knowledge and Abilities:

Knowledge of:

- Applicable City codes and standards.
- Interpersonal skills using tact, patience and courtesy.
- Policies and objectives of custodial work throughout the City buildings.
- Health and safety practices and procedures.
- Working knowledge of equipment, materials supplies used in custodial and building maintenance.
- First aid and applicable safety precautions.

Ability to:

- Operate specialized tools and equipment.
- Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, speaking, evaluating, mathematics, organizing and innovation.
- Work independently and complete daily activities according to schedule.
- Communicate orally and in writing.
- Maintain regular, reliable and punctual attendance.
- Use equipment and tools properly and safely.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Understand and follow written and oral instructions.
- Establish effective working relationships.
- Maintain current knowledge of technological advances in the field.
- Observe all health and safety regulations.

Education and Experience:

Any combination equivalent to: graduation from high school and or 2 years of experience within the custodial field.

Working Environment and Physical Demands:

Environment: Work is performed primarily in an indoor environment, with travel from site to site; exposure to dust, grease, odors, blood borne pathogens ,and cleaning agents; work hours include shift work in order to minimize disruption of daily operational activities.

Physical: Primary functions require sufficient physical ability necessary for sufficient mobility to walk and stand for prolonged periods of time; stoop, bend, kneel, crouch, climb, reach and twist; regularly push, pull, lift, and/or carry light to moderately heavy objects up to 50 pounds; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate equipment.

License/Certification:

- Valid Washington State Driver's License.
- First Aid, CPR within the first six months of hire.