

**POSITION DESCRIPTION**  
**Building & Parks Custodian/Maintenance Worker**

<b>Department:</b> Public Services	<b>Grade Number:</b> Range 9
<b>Division:</b> Buildings/Parks	<b>Union:</b> IAW W261
<b>Location:</b> Community Buildings & City Park sites	<b>Date:</b> September 8, 2014

**GENERAL PURPOSE**

Performs a variety of skilled and unskilled tasks in the custodial care and maintenance of City buildings and Parks.

**SUPERVISION RECEIVED**

Performs all duties under the close supervision of the Public Works Director.

**SUPERVISION EXERCISED**

None generally. May supervise volunteers, school to work participants, temporary employees, or community service workers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Changes light bulbs and fluorescent tubes.
2. Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.
3. Dumps ash cans and garbage cans; relines cans with liners.
4. Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
5. Washes windows, walls, metal and woodwork.
6. Cleans rain gutters; sweeps roofs and sidewalks.
7. Picks up litter from around buildings and grounds.
8. Performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.

9. Inspects and maintains assigned custodial and parks equipment (powered and non-powered) and small tools for proper operating condition.
10. Opens, closes, locks and unlocks facilities as needed.
11. Keeps and maintains records of work completed.
12. Maintains current skills and knowledge in the proper and safe techniques of building and parks maintenance.
13. Cuts grass, weeds and performs landscape maintenance services.

### **PERIPHERAL DUTIES**

1. May serve on various employee committees, as required and assigned.
2. Moves and sets up furniture, pictures, etc. as needed and assigned.
3. May be contracted out by the City to perform services at other agencies.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

1. Graduation from high school or GED equivalent.
2. Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

#### **Necessary Knowledge, Skills and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Working knowledge of equipment, materials and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions;
2. Skill in operation of listed tools and equipment.
3. Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand and follow

written and oral instructions; ability to establish effective working relationships.

4. Must be able to work a flexible hourly schedule.

### **SPECIAL REQUIREMENTS**

1. Possess and maintain a valid Oregon Driver's License, or ability to obtain one within 60 calendar days of employment
2. Must be able to pass a criminal history check.

### **TOOLS AND EQUIPMENT USED** (includes, but is not limited to the following):

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, mowers, line trimmer, required safety equipment as necessary

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee will be required for some duties to climb folding and or extension ladders which will also include observation of current safety requirements while working on ladders and performing any services while elevated above finished floor or above adjacent grade or walkways.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderately loud.

Duties performed frequently require the employee to work independently and outside of normal business hours.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: September 8, 2014

Revision History: