

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

CUSTODIAN

2221

GENERAL PURPOSE:

Performs manual work in the cleaning of city buildings and facilities. Work requires the safe operation of hand maneuvered electrical scrubbers, waxers, and buffers, mops, brooms, ladders and cleaning chemicals. The safe operation of a vehicle is required to travel from one building to the next. Work is usually scheduled during late afternoon or evening when buildings are vacant.

CLASSIFICATION SUMMARY:

Performs janitorial work for the cleaning, maintenance and minor repair of City buildings and facilities. Work is performed according to quality control standards and work schedules developed by the supervisor. A daily schedule of assignments is received from the supervisor and may include tasks outside of the normal routine which have been approved by the supervisor. After the initial training and orientation period, work is performed independently according to written or verbal instructions of the supervisor who may not be present for the entire shift. Work performance is reviewed by personal inspection of the assigned work areas by the supervisor or based on feedback to the supervisor from building occupants.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Travels from one building to the next as the vehicle driver or passenger; moves janitorial equipment in and out of storage areas; safely uses cleaning chemicals and solvents; notifies supervisor, verbally or in writing, of building conditions needing repairs; locks doors and windows when work is finished.

Sweeps, mops, strips, waxes, and polishes floors; vacuums and shampoos carpets; dusts and polishes furniture.

Collects and empties wastebaskets; collects and sorts recycling materials; cleans trash disposal containers.

Cleans mirrors, venetian blinds, light fixtures, windows, doors, walls, and drinking fountains.

Cleans and sanitizes rest rooms and replenishes towels, tissues, and soap.

Sets up chairs and tables for meetings and clears area after meetings.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other duties as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- The safe use of janitorial supplies, and the safe use of manual and electrical cleaning equipment;

Ability to:

- Quickly learn janitorial procedures;
- Operate an automotive vehicle safely in a variety of weather conditions and in accordance with state laws;
- Lift, move and maneuver hand a power cleaning equipment weighing up to 50 pounds safely;
- Bend, stoop, reach, and work safely from ladders;
- Work independently or cooperatively as a member of a team to complete work on schedule and according to quality control standards;
- Work evenings and irregular hours if required;
- Comprehend and follow oral and written instructions;
- Identify and recommend improved methods of performing the work;
- Establish and maintain effective working relationships with supervisor, co-workers, building occupants, and the public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job;
- Attend work on a regular and dependable basis;
- Obtain and maintain a valid driver's license and a safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Any experience or education which would demonstrate the ability to perform the work; physical strength and agility required by the position.

TOOLS AND EQUIPMENT USED:

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations 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 employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds.

The noise level in the work environment is usually quiet during indoor shift operations.

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.

FLSA Classification: Non-Exempt

Adopted: 9/82 Revised: 9/91, 4/94, 6/99, 12/01