

Custodial Worker

DEPT: Public Works
DIV: Facilities
DATE: September 2021

FLSA: Non-Exempt
EEOC: Admin Support



POSITION SUMMARY

Performs a variety of **first-line and full performance duties** as needed to oversee day-to-day custodial services including Hard Surface cleaning and ensure safe and clean facilities for the general public and Lehi City employees.

SUPERVISION RECEIVED

Works under the general supervision of the Custodial Supervisor.

SUPERVISION EXERCISED

Provides general to supervision to part-time or seasonal staff.

ESSENTIAL FUNCTIONS

Using new and learned methods and processes in cleaning materials and equipment; work with Supervisor to establish cleaning schedules and routines; ensure quality and timeliness and compliance with safety and other work activity standards; makes recommendations effecting cleaning technique and overall effectiveness of buildings cleaning related to longevity of the flooring seating and all other hard cleanable surfaces, including selection, replacement and longevity.

Help Supervisor plans and implements preventative maintenance program for custodial equipment; performs general maintenance and repairs of custodial equipment and tools maintains maintenance and inventory records of custodial equipment; evaluates the economy of repairing vs. replacement; purchases and maintains all flags and flag pulls for the City.

Monitors general condition of facilities and reports issues requiring special work orders; monitors custodial supplies and inventory; restocks supplies and assures proper inventory of materials and equipment such as chemicals, cleaning supplies, light bulbs etc.; maintains proper posting and updating of the Material Safety Data Sheet (MSDS, SOS), OSHA's hazard communication standards.

Purchases and maintains all waste containers for the department and schedules the delivery and pick up of construction waste containers for the City.

Performs custodial duties, including routine cleaning of restrooms, offices, and public areas, responding to emergency cleanup needs, removing trash, etc.; performs deep cleaning as scheduled or required, i.e., carpets, stripping and waxing floors, cleaning tile, etc.

Assist in minor plumbing repairs to City buildings as needed, schedule and perform routine maintenance,

Sets up and prepares various meeting areas for events and activities, etc.; performs related tasks as needed to maintain clean and attractive facilities.

Performs general facility security tasks; assures that rooms, offices, and various facility areas are locked and secure; provides access to various public interest groups which have scheduled use of facilities, rooms, and equipment.

Performs daily cleaning of City buildings as assigned; dusts, waxes, washes, and polishes furniture and woodwork throughout buildings including items such as chairs, tables, desks, cabinets, banisters, floor boards, etc.

Empties and cleans waste receptacles; cleans and sanitizes break room and rest room sinks and bowls; washes windows; refills air fresheners.

Vacuums and deep cleans floors, stairs and rugs; sweeps, mops, strips, waxes and buffs floors; removes scuff marks, heavy dirt, scratches etc., in order to maintain clean and attractive facilities.

Empties individual recycle bins in larger bin and sets out to be picked up.

Responsible for all snow removal around stoops of assigned buildings.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school; plus, one-year specialized training related to above duties
AND
 - B. Two (2) years of progressively responsible experience in facilities maintenance, upkeep, and related environs;
OR
 - C. An equivalent combination of education and experience.
2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of custodial equipment and small motor maintenance and repair; Material Safety Data Sheet (MSDS), OSHA's hazard communication standards; proper custodial practices, including use of equipment and chemicals; safety guidelines and practices related to various cleaning chemicals and materials; types of cleaning and maintenance equipment; power generators, fire alarms systems; emergency safety shutdown procedures. **Some knowledge of** OSHA regulations.

Skill in equipment maintenance and repair; the use of floor buffers, vacuums, brooms, sprayers, mops, scrubbing machine, steam cleaning machine, ladders, carpet extractor, floor stripper, and other tools common to custodial operations.

Ability to learn and follow policies and procedures; lift heavy objects and perform heavy manual labor; perform manual cleaning and related labor and to work continuous hours while standing; understand and follow verbal and written instructions; work independently and interact with others in an appropriate, helpful manner; establish and maintain effective working relationships with fellow employees and supervisors.
3. Special Qualifications:

Must be required to have a valid driver's license, may be required to possess a commercial driver's license.
4. Work Environment:

Worker in the position performs both indoor and outdoor physical demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping and reaching. Hearing and seeing required in performance of essential functions. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. May be required to lift if excess of 50 pounds in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)