



JOB DESCRIPTION

POSITION: FACILITIES CUSTODIAN

HEADQUARTERS: Port Angeles Warehouse

STATUS: Regular, Part-time, Non-exempt Represented Position

WORK WEEK: Monday - Thursday, 3:00 p.m. - 10:30 p.m.

SUPERVISOR: Facilities Maintenance Supervisor

RATE OF PAY:

1st 6 months	\$18.54 per hour effective 5/1/2021
2nd 6 months	\$20.59 per hour effective 5/1/2021
3rd 6 months	\$22.88 per hour effective 5/1/2021
After 18 month	\$25.43 per hour effective 5/1/2021

PURPOSE: To perform full range of custodial, light grounds keeping and support services associated with cleaning and maintenance of buildings, facilities and select equipment and other duties as required under supervision of the Facilities Maintenance Supervisor.

ESSENTIAL JOB FUNCTIONS:

- Regularly clean and sanitize office areas, public meeting areas, kitchens and restroom facilities including fixtures, water fountains, sinks, urinals, counters, mirrors, floors and toilets; replenish supplies in restrooms.
- Operate vacuum cleaners, steam cleaner, carpet cleaning equipment, floor polisher, scrubber, pressure washing and other equipment necessary to keep District buildings and select equipment in a clean and orderly condition.
- Clean or dust and sanitize window ledges, furniture, counters, table tops, filing cabinets, hand rails, doors, elevator surfaces and controls, light switches and doorknobs, equipment, and fixtures as necessary, unless covered by personal items or paper.
- Periodically or as directed clean and sanitize sinks, tables, chairs, microwave, refrigerator, water dispenser, coffee makers, stove tops, appliances, counters and dispensers; scrub, strip and wax all floors, shampoo carpets, vacuum ceiling vents in kitchens and restrooms, sweep and/or hose down sidewalks and patios.
- Assist Facilities Maintenance Crew by observing , inspecting and reporting issues relating to pest control
- Empty waste baskets, trash and recycling containers.
- Clean up spills and trouble conditions as necessary.
- Sweep, mop and wax floors.
- Vacuum and clean carpets.
- Clean and disinfect lavatory surfaces, mop floors and clean mirrors
- Clean, maintain and stock conventional soap, towel and toilet paper dispensers and optical flush devices.
- Clean up after completion of maintenance work as required.
- Provide assistance to other facilities department employees.
- Inventory and order cleaning supplies and equipment as directed by supervisor

ESSENTIAL JOB FUNCTIONS (continue):

- Work together in cooperation with supervisor and other district personnel to ensure facilities are well maintained.
- Notify supervisor when problems arise (i.e., the need to replenish supplies, equipment operating/repair problems, scheduling and accessing problems, etc.).
- Move furniture, shelving, equipment, materials and supplies.
- Use non-powered hand tools (shovels, rakes, etc.)
- Periodically clean and wash interior windows of buildings.
- Lock and unlock assigned buildings; secure buildings when facilities are not in use, including checking for unlocked doors, turning off lights and setting building alarms.
- Light grounds keeping, including weeding, removal of trash and dispensing deicing materials as directed.
- Cleaning exterior of district vehicles as directed.
- Properly use, care for, and secure tools, vehicles, equipment and materials utilized in job functions.
- Meet and work with the fellow employees effectively and courteously.

ADDITIONAL JOB FUNCTIONS:

- Complete paperwork associated with job functions in a neat and timely manner.
- Report observed damage to District facilities to supervisor.
- Operate district vehicle.
- Assist other departments as assigned
- Other duties as assigned.

JOB STANDARDS:

Skills, Knowledge, and Abilities:

- Have the ability to interact in a courteous and respectful manner with fellow employees and the general public; and use excellent human relations skills as a representative of the District.
- Have the ability to communicate in a clear and effective manner.
- Must develop a working knowledge of safe work practices, accident prevention procedures, tools and equipment as related to job functions.
- Write legibly and be able to maintain records, files and fill out forms.
- Ability to work independently and cooperatively, be self-motivated and exercise sound judgment while accomplishing tasks required to provide clean and professional looking District facilities.
- Must have the ability to communicate clear and concise verbal instructions and information to employees, supervisors, customers, and others.
- Must have a demonstrated ability to drive and transport cleaning supplies and equipment.
- Must develop a working knowledge of safe work practices, accident prevention procedures, tools and equipment as related to job functions.
- Must have the ability to remain calm under pressure and to be courteous at all times.
- Must have the ability to learn and use related personal computer applications.
- Must have the ability to train others in necessary job skills.
- Must have the ability to work without close supervision and make decisions compatible with prior instructions.
- Must have math, reading, and writing skills as related to job functions.

Experience and Training:

- Must have a high school diploma or equivalent.
- Experience in the operation of District vehicles.
- Must have experience with safety procedures and practices.

Other Requirements:

- Must pass a District physical examination and be able to perform essential job functions.
- Must have, or obtain within six months of employment, valid Washington State-approved CPR and First Aid card.
- Must have a valid Washington State driver's license.
- Must work emergency and prearranged overtime.
- Must wear and utilize personal protective equipment as required.

WORKING CONDITIONS:

- Work will be performed in both an indoor setting and an outdoor environment. Work performed in the outdoor environment will require the employee to be subject to adverse weather conditions and temperature extremes.
- Work is subject to environmental conditions caused by contact with building site materials, including insulation products.
- The worker will be subject to hazards associated with climbing ladders and working in high places.
- Various types of terrain must be traversed on a regular basis on construction sites.
- The job functions require working with persons who exhibit many types of personalities and behaviors.
- May encounter the need to work with hazardous materials.

PHYSICAL REQUIREMENTS:

- The work requires the ability to lift and carry up to 35 pounds on a frequent basis.
- Have and maintain the physical fitness to perform the essential job duties and responsibilities; a physical examination performed by a licensed physician may be required prior to final award of the position.
- Hand-eye coordination is requisite to the operation of a motor vehicle and ability to perform maintenance and minor construction projects.
- Have the ability to climb and descend stairwells and ladders (to a height of 20 ft.) as well as to climb over and under obstacles.
- Adequate vision to have the ability to drive during day and night, and to maintain a Washington state driver's license.
- Repetitive hand-eye coordination is required as well as the tools necessary to perform maintenance and/ or building projects.
- The work requires the ability to operate hand tools, and vehicles.
- The work requires the ability to answer questions and communicate with coworkers, customers and others in person and on telephones and mobile radios.
- Work activities involve combinations of walking, kneeling, climbing, pushing, pulling, bending, lifting and carrying, crawling and standing for extended periods.

EQUIPMENT AND VEHICLES:

- The job requires driving and operating vehicles such as an automobile, pickup truck, or van.
- The job requires use of cleaning and hand tools.
- Future work practices may necessitate the use of different equipment, vehicles and tools.