

 **City of Pendleton**

 **Job Description**

 **Custodian**

|  |  |
| --- | --- |
| **Department**: Facilities  | **FLSA**: Non-Exempt |
| **Reports to**: Facilities Manager  | **Representation**: Unrepresented |
| **Pay Range**: Range 1, part-time scale  | **Date**: August, 2020  |

**GENERAL POSITION SUMMARY:** *Briefly describe why this position exists.*

Positions are responsible for cleaning: City Hall, Library, Vert, Recreation Center, Police Department, or various other City facilities, as assigned. Responsibilities may also include setting up or taking down events, helping to move furniture or accessories, or other duties designed to keep City facilities neat and clean in appearance.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.*

1. Routine Cleaning For the facility assigned, daily and weekly duties include: cleaning and disinfecting restrooms including sinks, counters, mirrors, toilets, urinals, and floors; replenishing paper towels, toilet paper, seat covers, and soap in the dispensers; cleaning office, lobby, hallway and meeting room floors including sweeping/mopping hard surfaces, and vacuuming carpets; emptying trash receptacles; wiping down stair rails, drinking fountains, vending machines, phones, counters, light switches, and other frequently touched surfaces; sweep outside entryways front and dust mop and damp mop back staircase; clean glass entrance doors.
2. Non-routine Dust and spot clean with disinfectant detergent all partitions, walls, doors, baseboards, cabinets and other surfaces. Remove fingerprints and smudges. Use ultraviolet detection for cleanings indication. Dust window blinds/covers, ceilings, remove cobwebs; dust desks/shelves, window sills and all other horizontal surfaces, fixtures & equipment, high and low areas, e.g. pictures, clocks, partition tops. Pour enzymes down floor drains; replace urinal screens, deodorant blocks, and floor toilet mats as needed. Raise chair mats, vacuum carpeted floor under mats and clean mats. Assist offices with cleaning associated with rearranging or moving furniture. Clean/sanitize soft surfaces such as upholstered furniture. Clean all stainless-steel elevator doors and panels with stainless steel cleaner; sweep approach and threshold to elevators.
3. Semi-annual or Annual Shampoo or steam clean carpets; Strip, seal and buff all resilient and hard surface floors; Complete refinish – strip floors and baseboards, seal, and wax. Clean air-conditioning vents, ceiling diffusers, ventilation grilles. Wash all windows, inside and out (exterior windows above 12 feet may be outsourced).

1. Miscellaneous Duties Performs other non-cleaning duties as required such as: Recycling, deliver paper products from storage to departments; raise/lower flags; replace burned out light bulbs/lamps and notify Facilities Manager of any ballast issues;
2. Exterior Facilities May be assigned to: empty parking lot waste containers, pick up ground garbage, sweep sidewalks and driveways, empty smoking post receptacles, clean stairwells of debris, cleaning bus stops, report any vandalism, graffiti, abandoned belongings, or waste accumulation.
3. Event Services Assist with event set up including: bringing in and arranging tables and chairs; set up screens, tables and electrical supply for audio/visual equipment; lay linens on tables; assist customers as directed by supervisor; clear away garbage after an event, clean tables and floors, remove and return to storage tables and chairs; return soiled linens.

**IMPORTANT FUNCTIONS:** *List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.*

1. Raise and lower flags as requested.
2. Attend meetings and trainings as required.
3. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *If the position is in a series (i.e. Office Specialist 1, 2, 3), describe what separates this job from the others in the series.*

Position not in a series.

**JOB SPECIFICATIONS:**

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is preferred but not required. Must have sufficient education to be able to read, understand and follow verbal or written directions.
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[x]  Less than 12 months

[ ]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Experience performing custodial/janitorial work is required. Commercial or institutional cleaning experience is highly desirable for this position.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [ ]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

**3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position. Add or delete from the sample list below.*

* 1. Knowledge of basic cleaning methods and techniques.
	2. Knowledge of tools and equipment required for commercial cleaning.
	3. Knowledge of City policies, procedures and regulations related to area of work.
	4. Knowledge of safety standards, practices and procedures applicable to area of assignment.
	5. Ability to read and understand instructions, directions, and follow a written schedule.
	6. Ability to operate commercial cleaning equipment such as vacuum, shampooer and floor polishers.
	7. Ability to perform manual cleaning and maintenance tasks.
	8. Ability to work independently in the absence of direct supervision.
	9. Ability to establish and maintain effective working relationships.
	10. Ability to work as a team member.
	11. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[ ]  MS based word-processing, spreadsheet, and/or data base programs

[ ]  Outlook or other email communication.

[ ]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[ ]  Specialized or custom software

1. Variety of cleaning tools such as mops, brooms, vacuum cleaner, shampooer, steam cleaner, floor stripper, buffer.

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position reports to the Facilities Manager. Supervision received is (Choose one):

[x]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[ ]  Complex

[ ]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[x]  Tasks require the employee to remember simple processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[x]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.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.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Medium.
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[ ]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[x]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[x]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[x]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

1. General hours of work are 7:00 a.m. – 3:30 p.m. Monday – Friday. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[ ]  Subject to emergency call out

[x]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[x]  Not applicable [ ]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification 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.*

Drafted: August, 2020

Adopted:

Revised:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Acknowledgement/Date Supervisor Approval/Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.