JOB DESCRIPTION

ORGANIZATION: City of Lebanon  LOCATION: Lebanon, OR
DEPARTMENT: Utility & Engineering Services  DATE: October 2010
DIVISION: Maintenance  JOB STATUS: Non-exempt
SECTION:  FLSA Exempt: No

JOB TITLE: Custodian II

PURPOSE OF POSITION: Perform routine janitorial duties and building maintenance in order to maintain the cleanliness and appearance of city facilities, equipment and vehicles, including minor grounds keeping. Serves as procurement agent for materials and supplies needed for the custodial services.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Perform routine and semi-skilled interior janitorial work including painting, limited plumbing/electrical fixture repair or replacement.
4. Repair damage caused by vandalism.
5. Purchase and inventory custodial supplies while maintaining all of the mandatory records associated with task.
6. Upon approval schedule contractors to maintain city facilities outside the scope of work defined for Custodian I and II.
7. Clean offices and public areas in City buildings: sweep, mop and wax floors, vacuum and spot clean rugs and carpets, clean windows, dust and polish furniture, clean and sanitize restrooms, remove and replace lights in fixtures, empty trash, cigarette urns, and recycling bins.
8. Order and stock supplies as needed.
9. Assist with the setup of facilities for meetings, conferences, events, etc.
10. Provide minor maintenance on furniture and fixtures in need of repair.
11. Detect and report improper facility operation, faulty equipment, defective materials and unusual conditions associated to building facilities to appropriate personnel.
12. Lock and secure buildings upon departure.
13. Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.

14. Attend to facility related emergencies when necessary.

15. Maintain cooperative working relationships with City staff, outside vendors, other organizations and general public.

16. Follow and abide by all of the City Policies and Procedures.

17. Maintain work areas in a clean and orderly manner.

18. Follow all safety rules and procedures, including OSHA compliance/regulations.

19. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

20. Maintain proficiency by attending meetings and meeting with others in area served.

MANDATORY QUALIFICATIONS:

Education & Experience:
1. High school diploma or GED.
2. Eighteen (18) months of experience or any satisfactory combination of experience and training which demonstrate the knowledge, skills and abilities to perform the essential job duties.

Licenses & Certificates:
1. Possess and maintain CJIS security clearance.

DESIRABLE QUALIFICATIONS:
1. CPR certification is desirable.
2. Specialized training in municipal facilities maintenance methods and techniques is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:
1. Advanced knowledge of equipment, materials, supplies, practices, methods, hazards and safety precautions used and found in and around custodial and building maintenance work areas.
2. Ability to work independently while completing daily activities as assigned.

Skill in:
1. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
2. Interpreting, understanding, and applying rules and regulations.
3. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
4. Implementing recommendations regarding work procedures and cost effective services.
5. Providing outstanding customer satisfaction (internally and externally).
Ability to:
1. To work a flexible schedule when required, which may include evenings and weekends.
2. Communicate orally and in writing in a clear and concise manner.
3. Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS OF POSITION:
1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility.
2. Duties involve moving materials weighing up to 20 pounds on a regular basis and may infrequently require moving materials weighing up to 60 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while operating building maintenance and custodial equipment.

WORKING CONDITIONS: Position works primarily inside city buildings and office setting. Exposure to various cleaning agents. Minimal outdoor work is required with exposure to mild or moderate weather conditions.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May assist with the instruction of the Custodial I position.

SUPERVISION RECEIVED: Works under the supervision of the Maintenance Division Manager.

Approved by City Manager October 2010