

City of Cordova Position Job Description

Custodian

DEPARTMENT: PUBLIC WORKS
SUPERVISOR: SUPERINTENDENT OF FACILITIES
CLASSIFICATION: FULL TIME, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT
HOURS: SUN-FRI, 1900-0400 FLEXIBLE

SUMMARY

Under the daily supervision of the Superintendent of Facilities, the Custodian performs custodial duties. Work is generally observed and review both during performance and upon completion.

GENERAL STATEMENT OF DUTIES

This is an entry level position. Under the general supervision, it performs a variety of custodial duties throughout the Cordova Center and Public Safety Building to ensure the cleanliness of each facility while supporting basic maintenance, repairs, and upgrades. Assists with other maintenance crews as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- Keeps building and property in clean, orderly, and safe conditions.
- Performs routine maintenance activities.
- Performs heavy cleaning duties.
- Responsible for sweeping, mopping, scrubbing, and vacuuming floors.
- Responsible for dusting furniture, walls, and equipment.
- Responsible for cleaning windows, mirrors, and partitions with soap and other cleansers.
- Responsible for cleaning and polishing furniture and fixtures.
- Ensures all trash is gathered and disposed of properly.
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Manages inventory of cleaning supplies.
- Shovels snow and salts pavement on sidewalks of facilities as needed.
- Drives vehicles required to perform or travel to work as assigned, including city cars and vans.

- Notifies managers regarding the need for repairs or additions to building operating systems.
- Assists maintenance in other departments as needed.

MINIMUM QUALIFICATIONS

- A. High School Diploma or possession of a GED certificate
- B. Valid Alaska Driver's License
- C. Provide proof Hepatitis A&B vaccine (or City will provide first round within 30 days)

PREFERRED QUALIFICATIONS

- A. One year experience performing janitorial duties.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Knowledge and basic use of the cleaning tools and equipment used in facility maintenance.
- B. Skill in the operation of basic hand and power tools.
- C. Knowledge of methods, materials, and equipment used in infrastructure construction and maintenance.
- D. Ability to accurately complete written work and testing programs in the English language.
- E. Ability to accurately complete written work logs in the English language.
- F. Ability to comprehend and follow safety rules and regulations.
- G. Ability to communicate with the public in a clear and courteous manner.
- H. Ability to understand and follow written/oral policies, procedures, and instructions.
- I. Ability to keep accurate records and reports.
- J. Ability to work with minimal supervision.
- K. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by changing information, equipment, and/or technology.
- L. Ability to respond to emergency situations in a timely manner; ability to exercise good judgement in time-critical and emergent situations.
- M. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a pre-employment drug test and background check (criminal history, verification of education and employment history).

WORKING CONDITIONS

Work is performed primarily indoors and occasionally outdoors of facilities outside of operating hours. Work requires constant physical efforts; maybe exposed to safety hazards, toxic and caustic chemicals, and dangerous tools and equipment. Must be able to work overnight, weekdays, weekends, and holidays. Schedule changes with advanced notice.

PHYSICAL DEMANDS OF POSITION

Capable of occasionally lifting up to 50 pounds and frequently lifting up to 20 pounds. Capable of bending, squatting, crawling, climbing, twisting, kneeling, and reaching both ground level and overhead. Capable of holding and gripping objects with the ability to use fine motor skills to manipulate objects requiring manual dexterity; subject to working in awkward positions and periods of prolonged walking, sitting, or standing. Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing duties. Must have the ability to enter confined spaces for some assignments. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with groups, staff, and customers. Sufficient vision, with or without reasonable accommodation, which permits observation of facilities and written documents.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Acknowledged: _____ **Date:** _____