



respect - Communication - Integrity - Teamwork - family

CUSTODIAN

DEPARTMENT/DIVISION: Public Works/Maintenance

GRADE: 2

GROUP: AFSCME

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: December 9, 2014

SUMMARY

This position works under the direct supervision of the Facilities Maintenance Superintendent. The essential function of this position is to perform custodial work associated with City buildings. This position may entail some shift work.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Following a routine, the employee in this position performs custodial duties at various City buildings which will entail daily, weekly, monthly, and annual cleaning and maintenance.

Cleaning duties will vary from building to building and will include cleaning, dusting and polishing furniture and woodwork; polishing metal work; sweeping, mopping, stripping, sealing, and waxing floors; vacuuming and shampooing rugs; washing windows; emptying waste receptacles; cleaning and supplying restrooms.

Maintenance and repair duties will vary from building to building and will include replacing light bulbs and fluorescent tubes; painting as required; maintaining custodial equipment and supplies to include taking regular inventory, ordering, and stocking; setting up rooms for meetings and moving furniture as required; opening and locking or securing buildings and rooms.

Required Experience and Training:

Knowledge of the methods, materials, and equipment used in custodial work;

Experience in working with custodial equipment;

Knowledge of general hand tools and skills;

Ladder Safety Training/Certification;

Basic sanitation principles;

Commercial cleaning equipment;
Cleaning chemicals and their usage and storage in accordance with MSDS and/or SDS;
Maintaining a safe and healthy working environment;
Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
Following oral and written instructions;
Maintaining schedules for performing assigned tasks;
Must possess and maintain a valid Oregon Driver's License;
Completion of standard high school education (12 years or equivalent).

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATION REQUIREMENTS

Education and/or experience:

High school diploma or general education degree (GED);

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen. Successfully passing criminal history check, including finger printing, as mandated by Oregon Revised Statute for unaccompanied access to the Police Department. Successfully obtaining Criminal Justice Information Services (CJIS) certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear on a frequent to continuous basis.

The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee is occasionally required to safely work from and with ladders to include setting up/down and storage.

The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud to very loud.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

