*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are* ***not*** *intended to reflect all duties performed within the job.*

**DEFINITION**

Perform a full range of custodial duties related to the care, cleaning, and minor maintenance of assigned buildings and facilities.

**JOB CLASSIFICATION:**

Non-Exempt, Safety Sensitive.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Night Maintenance Supervisor.

**PRIMARY DUTIES**--*The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Perform indoor facility cleaning and maintenance; clean, sanitize and deodorize restroom facilities and fixtures including sinks, urinals and toilets; maintain fixtures and replenish supplies in restrooms; empty, clean and sanitize waste receptacles; dust and polish furniture, woodwork, fixtures, and equipment; wash windows, mirrors, walls and ceilings.

2. Sweep, vacuum, mop, wax, strip, and polish floors using a variety of chemicals, cleansers and equipment, vacuum and shampoo carpets and upholstered furniture.

3. Move and arrange furniture and equipment and set-up rooms for meetings and special functions.

4. Perform basic maintenance; maintain custodial equipment in proper working condition; replace lightbulbs and fluorescent tubes in City facilities and outside entryways; report other repairs to senior staff as needed.

5. Maintain inventory; check supplies and order as needed.

6. Secure facilities after normal business hours.

7. Perform other duties of a similar nature or level.

**QUALIFICATIONS**

**Knowledge of:**

Methods, procedures and techniques used in custodial work.

Cleaning materials, supplies, and equipment.

Safe work practices.

English usage, spelling, grammar and punctuation.

Applicable tools and equipment operations.

Applicable Federal, State and local codes, laws and regulations.

**Ability to:**

Clean and care for assigned areas and equipment.

Use a variety of custodial equipment, supplies and materials.

Understand and follow oral and written directions.

Read and understand cleaning chemical mixture and application directions.

Interpret and apply Federal, State and local policies, laws and regulations.

Work independently in absence of supervision.

Work alone in one or multiple facilities as assigned.

Change assigned building(s) as directed.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Minimum Requirements:*

**Experience:**

Six (6) months of experience in cleaning and maintaining building interiors is desirable.

**Training:**

High School Diploma or G.E.D.

Other combinations of experience and education that meet the minimum requirements may be substituted.

**License or Certificate**

Possession of, or ability to obtain, a valid Colorado driver’s license.

**WORKING CONDITIONS**

**Environmental Conditions**:

The job is performed in the following working environment:

Field environment.

The following condition(s) may be present on a continuing basis:

|  |
| --- |
| Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation) |
| Hazardous materials (chemicals, blood and other body fluids, etc.) |

**Physical Conditions**:

The job is characterized by:

|  |  |
| --- | --- |
| |  | | --- | | **Medium Work**: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. | |

The following activities are very or extremely important in accomplishing the job’s purpose and/or performed on a daily basis:

|  |
| --- |
| While performing the duties of this job, the employee is regularly required to see, stand, walk, kneel, stoop, squat, pull, push, climb and demonstrate manual dexterity. The employee is required to lift up to 20 pounds on a regular basis and 50 pounds occasionally. |