

City of Cottage Grove
Job Description
Custodian

Department: Public Works & Development	FLSA: Non-Exempt
Reports to: Public Works & Development Director	Representation: General Unit
Pay Range: <u>2</u>	Date Adopted: July 1, 2022

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Performs a variety of routine custodial tasks involving the care and cleaning of City building interiors, and minor maintenance work in an assigned area. Primary responsibility is for the use of proper methods, materials, and equipment in performing assigned duties, and otherwise attending to the neatness and sanitation of buildings or equipment.

ESSENTIAL FUNCTIONS:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Sweeps, mops, scrubs, waxes, strips and polishes floors including linoleum, tile, cement and hardwood floors. Vacuums and shampoos carpets. Operates cleaning equipment including buffers, sweepers, and scrubbers.
2. Dusts and polishes furniture, woodwork, fixtures, and equipment; wash windows, mirrors and walls including window blinds and shutters; cleans and polishes metal fixtures; and, sweeps breezeways.
3. Cleans and sanitizes drinking fountains and restrooms; replenishes and maintains restroom supplies including soap dispensers and paper towels.
4. Sets up tables and chairs for varied City meetings upon request.
5. Cleans and maintains entryway areas; sweeps and collects trash.
6. Oversees community service workers in cleaning and sanitation duties in City buildings.

8. Maintains inventory and orders janitorial supplies. Keeps accurate counts, estimate usage and order supplies.
9. Collects and empties trash and recycling within each department of City Hall, Community Center, City Shop, Wastewater/Water Treatment Plants, Park Restrooms, and the Armory.
10. Inspect works of janitorial contract workers, notes deficiencies and works with contract janitorial supervisor to correct.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
12. Performs other duties as required.

JOB QUALIFICATION REQUIREMENTS

Education/Experience

High School Diploma, or Equivalent. 6 months-1-year experience performing custodial tasks.

Special Requirements/Licenses

Must possess a valid Class C Oregon Driver's License.

Knowledge, Skills and Abilities

Knowledge of:

1. Materials, methods, and practices essential to the proper cleaning of buildings.
2. The operation and care of wet/dry vacuum cleaners, power scrubbers, floor buffing machines, mop wringers, washing machines, brooms, mops, cleaning fluids, waxes, and other cleaning materials, supplies, and equipment.
3. Hazards and safety methods related to custodial operations.

Skill in:

1. Organization, time management, and customer service.

Ability to:

1. Understand and follow written and oral instructions.
2. Respond to trouble calls in building in a timely manner.
3. Work safely without presenting a direct threat to self or others.

4. Work cooperatively with other city employees, various levels of management, and the public.
5. Move objects weighing less than 50 pounds, long and short distances.
6. Walk long distances and remain in a standing position for extended periods.
7. Be thorough and dependable in the completion of his/her work.
8. Drive a vehicle from each City building.

PHYSICAL DEMANDS OF POSITION

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

1. Work frequently requires strenuous physical tasks, including bending, stooping and lifting and carrying items weighing 20-50 pounds.
2. Remain in a standing position for extended periods of time.
3. Prolonged operation of moving equipment.
4. Lift arms above shoulder level.
5. Operate power driven machinery.

Supervision Received

Works under the direction of the Public Works & Development Director.

Supervision Exercised

Occasionally provides direction to community service workers.