



## JOB DESCRIPTION

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# **BUILDING MAINTENANCE WORKER/CUSTODIAN**

## **DEFINITION**

Under general supervision of the Building/Landscaping Maintenance Supervisor in the Public Works Department, this position is responsible for various daily janitorial duties within City buildings and facilities; semi-technical electrical, plumbing and HVAC repairs; and kitchen and bathroom maintenance. Employees at this level are expected to perform assigned activities without detailed instruction as to specific procedures to be followed and receive only occasional instruction or assistance as new or unusual situations arise, and are fully capable of attaining the skills and knowledge to perform the assigned duties and operating procedures and policies.

## **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Performs routine custodial work and cleaning activities such as sweeping exterior walkways; interior entryways; hallways; hose down ramps, sidewalks, stairwells and breezeways; clean interior and exterior windows and glass; mopping; waxing and buffing floors; vacuuming traffic areas; spot cleaning and shampooing carpets.
2. Dusts and cleans office furniture; cleans upholstery; counters; ceilings and rafters including spider webs.
3. Empties, cleans and maintains trash receptacles and recycling bins in appropriate locations throughout facilities.
4. Moves and arranges furniture and office equipment, prepares meeting rooms for meeting set ups and takes down when completed; special events set ups; collects recyclable materials.
5. Cleans and disinfects kitchen areas, dishes and bathroom areas; stocks and replenishes supplies and materials.
6. Purchases and stocks City supplies and general maintenance of equipment and materials used in the custodial work; maintains supplies stock in kitchen areas, restrooms, meetings rooms and related maintenance storage rooms; keeps records of expenses for budget control of necessary supplies.
7. Operates, maintains and repairs kitchen appliances; meeting rooms equipment; and other related building and facilities provisions.
8. Relocates parcel deliveries from drop off locations to appropriate departmental locations within buildings and facilities.
9. Operates small hand tools and other equipment necessary in related custodial work and facilities maintenance including the repair of light fixtures, plumbing fixtures and related equipment; makes repairs to equipment, appliances and facilities; performs routine maintenance and safety inspections of facilities, appliances and equipment. Performs limited electrical, plumbing, HVAC, carpentry, and painting work to maintain city buildings.
10. Performs security checks of buildings and facilities; observes and reports suspicious persons; secures storage rooms, interior and exterior doors as directed.
11. Participates in the preparation of the Building Maintenance budget.



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12. Interacts with contract maintenance service personnel, monitors services performed, and certifies that the scope of the contracted services are being adequately performed.
13. Maintains building maintenance records and files.
14. Monitors custodial, HVAC and exterminator service contracts. Notifies supervisor of any contract non-compliance issues. Makes recommendations when appropriate.
15. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

## QUALIFICATIONS/GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school, or equivalent, and at least two years' of experience in custodial, electrical, plumbing, HVAC, carpentry or painting work.

### Knowledge, Skills and Abilities

Considerable knowledge of basic methods, safe work practices and techniques especially in the appropriate and safe handling and use of toxic chemicals; materials and equipment used in janitorial work; hazardous materials including but not limited to blood, vomit or other human wastes and/or by products; basic building facilities, equipment and appliance maintenance and repair; plant pests and diseases, and the methods of control and eradication. Skill in the operation and maintenance of tools and equipment used in custodial, electrical, plumbing, HVAC, carpentry and painting work. Ability to perform heavy physical labor and lift heavy objects; understand and follow verbal and written directions; work effectively in the absence of supervision; establish and maintain cooperative working relationships.

### Special Requirements

Possession of or ability to obtain an appropriate California Driver's License and a satisfactory driving record.

## WORKING CONDITIONS

Incumbents must be able to perform heavy manual work associated with building and facilities maintenance work which includes lifting objects weighing more than 50 pounds; moderate exposure to dust, temperatures, noise, inclement weather, and occasional exposure to chemicals and hazardous materials.

## ESSENTIAL ELEMENTS

### Aptitudes

Eye/hand coordination, hearing/listening, and smelling (simple and cleanliness).

### Physical Demands

Stooping, bending, sitting, kneeling, flexibility (upper and lower body), standing, walking, lifting (over 50 lbs.), touching dexterity (hand and finger), reaching, carrying, clear seeing - general, close vision, color perception, clear speech - simple, driving (car), pushing/pulling, climbing, moving objects, hazards, and fatigue.

### Mental Requirements

Reading and writing - simple, memorization, analyzing, math skills, judgment, and decision making.

### Work Environment



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Works alone, with others, and around others, verbal contact with others, face-to-face contact, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid, noise, mechanical and electrical equipment, high places, fumes/odors, and dirt/dust. Performs a wide variety of duties.

### Equipment/Materials

Telephones, calculator, television monitors, overhead projectors, VCRs, cable connections, kitchen appliances, vacuum cleaners, janitorial maintenance, electrical, plumbing, HVAC, carpentry and painting equipment and materials.