

CITY OF CHELAN JOB DESCRIPTION

TITLE: FACILITIES MAINTENANCE - RESTROOM CUSTODIAN

DEPARTMENT: Parks and Recreation

REPORTS TO: Assistant Facilities and Recreation Supervisor

SUPERVISES: None

WAGE: \$11.50 to \$14.00

DATE ADOPTED/REVISED: 2018 **SALARY GRADE PT:** 2018 Budget

POSITION PURPOSE

This person performs Restroom maintenance using safe work practices while making sure all city park restrooms are clean and in safe working order. Custodians are responsible for maintaining the cleanliness of the restroom buildings throughout the park system by performing various cleaning duties. Duties and hours may vary dependent upon the size of the building, time of the year (peak season vs. off season) and the scheduled number of coworkers. A custodian may be responsible for any or all the following duties and these duties may also change throughout employment.

ESSENTIAL JOB FUNCTION

- Individuals should have knowledge of basic plumbing, i.e., unclogging stopped toilets
- This individual will maintain the inside and outside of all park restroom buildings with occasional maintenance in other park buildings
- This individual will report all maintenance needs to the Assistant Facilities and Recreation Supervisor to ensure restrooms are safe and in good working order

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Greeting the public using positive public relations and image to the City's benefit
- Place appropriate signage for customer safety during cleaning
- Sweep all floors and entrance areas
- Sweep and spray outside buildings
- Clean and disinfect shower stalls, sinks, countertops, toilets, floors and mirrors
- Wipe down metal work, such as fixtures and fittings
- Wash walls and partitions weekly
- Restock supplies such as toilet paper, garbage liners, hand soap, paper towels
- Empty, disinfect and clean trash containers
- Clean light fixtures and replace bulbs as needed
- Identify and report problems to supervisor immediately
- Performs other duties as assigned

WORKING CONDITIONS

- Work is primarily performed indoors but may include exposure to outside weather conditions
- Employee will be exposed to janitorial chemicals, dirt, dust, foul odor, bodily fluids and blood borne pathogens. Personal Protective Equipment (PPE) will be provide
- Employee will operate cleaning equipment including but not limited to, mops, brooms, sweepers, vacuum cleaners, and other custodial equipment
- This job involves standing for long periods as well as stooping, squatting, lifting, carrying, pushing, and climbing
- Wearing of PPE is required i.e., such as latex gloves and safety glasses
- Job is subject to shift work Monday through Sunday and holidays

PHYSICAL JOB REQUIREMENTS

- This position requires the ability to understand and speak English and carry out verbal instructions
- Must be able to communicate with the public
- Must be able to lift 20 pounds

KNOWLEDGE, ABILITIES, and SKILLS FOR SUCCESS

- Ability to present a positive image and work with public in a positive manner
- Ability to learn and comprehend information from procedures manuals and other materials.
- Must have effective organizational, problem solving and time management skills with the ability to work individually and stay on task
- Ability to work as a member of a team
- Knowledge of cleaning equipment, tools, and safety procedures using cleaning supplies and chemicals

QUALIFICATIONS REQUIRED

- Valid Washington State Driver's License with driving record free from serious or frequent violations
- CPR and First Aid Certificates desirable

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.