

## JOB DESCRIPTION

JOB TITLE: Custodian

DEPARTMENT: Parks and Recreation

REPORTS TO: Facilities Manager

**PRINCIPAL PURPOSE OF JOB:** Performs the regular and recurring cleaning maintenance of the Municipal Building and Fidalgo Center, using any equipment authorized and available.

**LEVEL OF AUTHORITY:** Initially, receives close to moderate supervision, depending on experience and complexity of task. Following training and introductory period, expected to perform all routine assignments independently following established policies, procedures and practices and following assigned work schedule.

**WORK ENVIRONMENT:** Work is primarily performed after office hours in the Municipal Building and Fidalgo Center, alone. Work performed in this job may place the employee at risk of occupational exposure to bloodborne pathogens.

## ESSENTIAL JOB FUNCTIONS

1. Use power equipment and hand tools necessary to accomplish assigned tasks.
2. Open, set up, close and clean-up for special events.
3. Clean and sanitize toilet/shower rooms and fixtures.
4. Replace light bulbs, tissues, and other restroom supplies.
5. Open building and provide help to community organizations using the facility. Maintain building security by checking for unlocked doors or unauthorized occupants.
6. Wash windows and maintain entrance ways.
7. Notify appropriate personnel of structural items or contents needing maintenance or repair, such as sinks, drains, chairs, tables, light switches, tile, or carpet.
8. Perform work in accordance with sound safety practices.
9. Respond to public inquiries in a courteous manner; provide information within scope of authority and knowledge and refer to Facilities Manager as appropriate.

10. Supervise project employees or others assigned to assist with custodial tasks.
11. Participate in Exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001.

#### ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

#### QUALIFICATIONS

##### Technical

1. Must have working familiarity with assigned maintenance equipment and building maintenance methods and materials.
2. Desirable to have minimum of one year of previous experience in a similar position.
3. Must possess a valid Washington State driver's license.
4. Must be able to obtain a first-aid/CPR card.
5. Must be bondable.
6. Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale.

##### Physical Capabilities

1. Physical strength and ability to perform moderate to heavy manual labor, including frequent bending, walking, and heavy lifting.
2. Stamina to maintain continuous physical effort for the duration of the shift on a regular basis.

##### Other Capabilities

1. Must be highly self-motivated and able to follow established procedures and meet standards while working unsupervised.

2. Ability to understand and follow oral and written instructions.
3. Ability occasionally and as necessary to use sound judgment to solve problems and make decisions independently.
4. Ability to read and interpret labels on chemicals and supplies.

Use of Tools and Equipment

Must use a variety of hand and power-operated tools and equipment, such as broom, mop, squeegee, carpet extractor, polisher, and vacuum cleaner.

**OTHER**

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products, in any form, on the job.
2. The statements contained in this job description 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. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the work load.
3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_

If testing is required, will accommodation be necessary?

Yes \_\_\_\_\_ No \_\_\_\_\_