

Custodial Worker

CITY OF BOULDER CITY NEVADA

CLASS TITLE: **CUSTODIAL WORKER**

BASIC FUNCTION: Performs skilled work in the care, maintenance and cleaning of City facilities.

DISTINGUISHING CHARACTERISTICS: This class represents the journey working level responsible for performing janitorial and maintenance services in keeping City facilities clean and sanitary.

REPRESENTATIVE DUTIES:

(It is important to note that the duties listed below are representative only and are not intended to cover the full range or scope of duties in this class.)

1. Cleans, sweeps, mops, scrubs, strips, waxes and polishes floors in corridors, lobbies, bathrooms and offices.
2. Keeps outside entry areas free of dirt and debris, and seals tile as needed.
3. Empties all waste baskets and other trash receptacles and plastic liners, and collects and prepares recycling material to be picked up or delivered.
4. Cleans and sanitizes drinking fountains.
5. Dusts, spot cleans and polishes all furniture and building fixtures including desks, tables, chairs, file cabinets, partitions, baseboards, air intakes and outlets, light fixtures, window sills, locker tops and vending machines.
6. Spot cleans walls and paneling.
7. Removes fingerprints and spot cleans partition glass and doors.
8. Operates a spray buff machine and a wet/dry vacuum.
9. Cleans and polishes door handles, push plates, kick plates and stairway railings.
10. Washes interior and exterior of all trash receptacles.
11. Vacuums carpets.
12. Prepares service or work orders and makes minor temporary repairs or adjustments as needed.
13. Orders and maintains custodial supplies, equipment and tools used to clean City facilities.
14. Replaces light bulbs and/or fluorescent tubes, and adjusts drapes.
15. Cleans and maintains restrooms.

16. Moves and arranges furniture and equipment, and sets up rooms for special meetings or events.

17. Sweeps, scrubs, cleans tiles, and removes rocks, trash, leaves or other debris as needed.

18. Performs related duties as may be assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Methods, materials and equipment used in the custodial field.
- Functions and care of tools and equipment used in cleaning buildings.
- Materials used in custodial work including floor waxes and cleansers, furniture polishes, chemicals, disinfectants and metal cleansers.
- Safe working practices.

ABILITY TO:

- Understand and carry out verbal and written instructions.
- Work independently with minimal supervision.
- Communicate effectively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school or G.E.D. equivalent and two years of full time experience performing custodial duties.

LICENSES: Valid State of Nevada Motor Vehicle Operator's License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: This class reports to the Parks and Recreation Director.

PHYSICAL EFFORT: Performs physically demanding manual work in lifting, pushing or pulling heavy objects and operating janitorial and maintenance equipment and tools.

CONTACTS:

- Members of the public
- Co-workers
- Other department personnel
- Other City department staff
- Vendors

WORKING CONDITIONS: May be subject to adverse weather conditions, toxic agents and hazards associated with the operation of various motor-driven janitorial equipment and tools.

NOTE: THIS CLASS IS NON-EXEMPT UNDER FLSA PROVISIONS.

The City of Boulder City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of

Boulder City encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.