

MAJOR FUNCTION

This is routine manual work performing housekeeping and custodial assignments in City buildings and associated premises. Employees in this class perform a variety of duties involving cleaning and minor maintenance of buildings. Duties involve performing manual duties such as sweeping, cleaning, mopping and waxing; scrubbing and polishing fixtures and mirrors; and replenishing lavatory supplies. Work may involve the moving or lifting of heavy objects or equipment. Custodial Worker II may act in a lead worker capacity. Instructions from supervisors are specific in nature and work is subject to close inspection during progress or upon completion for attainment of established standards of cleanliness.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Sweeps and mops floors; cleans, waxes, and buffs vinyl-tile floors; washes windows and polishes furniture; dusts woodwork, furniture and other articles; collects paper and rubbish; mows lawns; cultivates trees and shrubs; and performs a variety of other grounds tasks; makes minor repairs to buildings, building equipment and furniture. Sets up rooms for meetings and special events. May inventory and replenish cleaning materials and supplies. Measures and mixes chemical and other solvents used in cleaning and disinfection procedures. Performs related work as required.

Other Important Duties

May provide routine security for assigned building in the evenings or on weekends. May pick up or deliver materials and supplies. May serve in a lead worker capacity and oversee the work of others engaged in the similar work. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of building cleaning practices, supplies and equipment. Ability to use equipment and supplies economically and efficiently. Ability to understand and follow simple oral and written directions. Ability to develop and sustain relationships conducive to successful work performance.

Minimum Training and Experience

One year of related work experience.

Necessary Special Requirements

For positions designated by the department director, individual must possess a valid Class E State driver's license at the time of appointment.

Aviation: In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Police Department: Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

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