

| PROVO CITY CLASSIFICATION SPECIFICATION | |
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| Title: Custodian | Job Code: 2205 |
| Date: November 7, 2017 | EEO Code: SM |
| FLSA Designation: Non-Exempt | Civil Service Status: Covered (UC) |

DEFINITION: This is general labor and semi-skilled maintenance work in the cleaning and upkeep of City offices, buildings, and grounds.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor and perform assigned tasks under general direction. This work is distinguished by its responsibility for general cleaning and upkeep of City buildings and differs from other maintenance positions in the City by its lesser degree of required knowledge and mastery of skilled trades.

ESSENTIAL DUTIES: Clean, maintain, and sanitize City buildings, offices, restrooms, grounds, fixtures, and other designated areas; sweep, mop, seal, wax, and polish floors; clean and wash walls, woodwork, windows, doors, desks, ceilings, and other surface areas; dust, clean, and wash furniture and upholstery; vacuum and shampoo carpets; collect and dispose of waste including emptying garbage containers and replacing liners; lock and unlock doors; rearrange furnishings and prepare rooms for meetings as needed; perform minor plumbing and electrical repairs including unstopping lavatories, replacing florescent tubes and ballasts, and similar assignments; perform general building maintenance including replacing windows, patching holes, replacing tiles, fixing door jambs and similar projects; may perform routine carpentry work; assist in maintaining building grounds and parking lots by collecting and disposing of refuse; may perform general grounds maintenance such as mowing lawns, trimming trees and shrubs, and snow and ice removal; may paint indoor/outdoor surfaces; maintain general cleaning equipment including changing filters; inspect buildings for damages and identify potential fire hazards; may be required to maintain, set up, and/or run program specific equipment.

Order and stock needed materials and supplies in accordance with assigned budget; prepare various cleaning reports; maintain maintenance schedules; ensure work is completed with minimal disturbance for building occupants; maintain building security by ensuring doors and windows are locked and secured; make deliveries of equipment and furniture and run errands as needed; assist in setting up displays and seasonal decorations; post announcements; perform other related work as required.

MINIMUM REQUIREMENTS: Two (2) years of experience in general custodial, building, and grounds maintenance **OR** an equivalent combination of education, training, and/or experience that would demonstrate an ability to perform the work [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certificate(s): A valid, lawful Driver's License is required. Some positions may require a valid, lawful Commercial Driver's License (CDL).

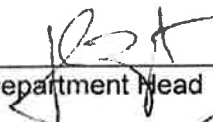
SELECTION FACTORS: *Knowledge of:* basic cleaning practices and procedures; maintenance tools and basic custodial equipment; the safe use and storage of various cleaning

chemicals and compounds; related laws, codes, rules, and regulations governing functions of the position, including applicable OSHA regulations; policies and procedures established for the work system; the operations, functions, and terminology common to the work; safety principles as they relate to the work; basic English composition, spelling, and grammar. **Skill in:** performing routine plumbing, electrical, and equipment maintenance and repair; using various cleaning equipment including buffers, vacuums, steam cleaners, and other cleaning equipment; practicing trust-building behaviors. **Ability to:** quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; follow verbal and written instructions; understand, read, and communicate in English; develop and maintain effective working relationships with the public, coworkers, and superiors; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Floor buffers, mops, brooms, shovels, rakes, lawn mowers, ladders, various hand tools, painting tools and accessories, various cleaning chemicals, agents, compounds, other cleaning supplies and tools.

PHYSICAL DEMANDS: Requires physical strength and agility enough to perform the work, including frequent bending, stretching, reaching, assuming uncomfortable positions, walking, climbing, and moving objects; requires frequent lifting of objects weighing 20-25 lbs. and occasional lifting of objects 25-50 lbs.

ENVIRONMENTAL FACTORS: Work is performed primarily in environmentally contained conditions. Requires periodic exposure to adverse weather conditions, various cleaning agents, chemicals, and other caustic substances.



 Department Head

11/7/17

 Date



 Mayor/Chief Administrative Officer

11/07/2017

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.