

Custodial Maintenance Worker I



General Summary of Classification:

Performs all assigned or requested basic surface cleaning to areas including offices, kitchens, conference rooms, entryways, lobbies, foyers, elevators, revolving doors, lobbies, snack machine areas, breakrooms and break areas, rest rooms, bathrooms, records rooms, locker rooms, and other areas in assigned buildings and facilities; sweeps, cleans and maintains public areas, walkways, trash and smoking container bins outside of assigned buildings and facilities; and performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Disinfects surfaces and objects as trained and instructed by using the appropriate cleaning agents and procedures; participates in supervised deep cleaning and disinfecting as assigned; performs routine daily floor care such as sweeping, mopping, vacuuming and spot cleaning various types of flooring surfaces using the appropriate floor care equipment and following all use and safety procedures; identifies and appropriately corrects deficiencies in assigned areas and brought to their attention, includes appropriately notifying supervisor;
- Properly maintains all job-related custodial equipment including replacing bags, filters or pads as necessary and consistently using all required PPE while operating custodial equipment; maintains assigned and routinely used custodial equipment in clean, good and safe operating condition; reports all issues with equipment promptly to supervisor;
- Assists with stocking of custodial supplies when delivered and maintains stock of supplies on carts or in closets as required to efficiently perform assigned job duties at all assigned locations;
- Assists with trash, litter and recycling collection and pickup in county buildings and on County property;
- Adheres to all safety protocols, including lock-out-tag-out and out-of-service, to ensure own and the public's safety;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Basic working knowledge of cleaning and disinfecting practices, tools, materials, supplies, chemicals, solutions and equipment to independently perform routine surface cleaning; understands and adheres to the use procedures and safety guidelines, including PPE requirements, for selecting and using the appropriate cleaning and disinfecting agents, tools, materials, supplies, and equipment; basic working knowledge of floor care practices and the proper and safe use of floor care equipment, cleaning agents, relevant safety measures, and required PPE.
- **Technical:** Sound computer skills to use computer and typical business software, proprietary software and applications, and wireless technologies for communications and to complete assigned tasks, including in a work order system. Successfully completes all job-related training such as MS4, Bloodborne pathogens, Hazards, Spartan Clean, Buckeye Honors, etc.
- **Interpersonal, Communication and Customer Service:** Typically works independently with minimal interactions with other County personnel and the public; communicates and interacts professionally with all persons encountered, requesting assistance, and using the facilities; excellent collaborative skills, works well independently and as part of a team; provides outstanding customer service to both internal and external customers while performing duties.
- **Decision-making and Authority:** Appropriately resolves customers' questions and requests within approved guidelines; appropriately seeks guidance from supervisor when resolving customer requests and questions.
- **Leadership:** Non-supervisory. Recognizes and reports unsafe conditions and items in need of repair/replacement, appropriately resolves unsafe situations within scope of authority and immediately notifies supervisor.
- **Environment:** Typically works indoors in a temperature-controlled environment; may be required to work in various locations and weather conditions as needed; required to perform job duties safely around other people.
- **Physical:** Visual and hearing acuity sufficient to recognize safety hazards and take the necessary precautions to avoid or mitigate hazardous conditions. Physical ability sufficient to permit heavy lifting, carrying, pushing, pulling, scrubbing, etc. as needed in the performance of all assigned job duties; perform assigned duties in various duty-related locations as needed, including in adverse temperatures and/or weather conditions, properly and poorly lit areas, busy and/or noisy areas, and areas with high foot-traffic safely use all equipment needed to perform job duties and to follow all safety protocols, including the use all job-related PPE.

Minimum Education and Experience:

Education: Graduation from high school or GED;

Experience: Prefer some previous experience cleaning business offices or other types of facilities with public spaces;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- May require a valid driver's license, working at various locations, working a flexible or on-call schedule.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.