

Recreation Custodial Worker Hourly (Indoor)



General Summary of Classification:

Responsible for assigned recreation and park sites' general site maintenance including custodial services, open/close responsibilities, basic park inspections, and general building, grounds, and equipment inspections for the Division of Recreation and Parks; does related work as required.

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.

- Performs general maintenance for assigned sites' including custodial services, open/close responsibilities, general park inspections, and general building and equipment inspections.
- Completes assigned tasks punctually with minimal supervision and escalates atypical or complex situations to a supervisor.
- Keeps accurate records for work orders, jobs, maintenance, repairs, etc., and provide records to a supervisor promptly.
- Safely uses and operates all equipment needed to perform routine custodial and maintenance duties.
- Safely and correctly uses all cleaning products, other chemicals, and supplies.
- Uses proper personal protection equipment (PPE) at all times.
- Keeps assigned sites, and trucks stocked with necessary equipment and supplies to ensure efficiency at each job site, advises supervisor of inventory needs, and submits supply orders for approval.
- Maintain equipment used to perform assigned duties in safe and good working condition.
- Maintains cleanliness of the building and surrounding grounds.
- Sanitizes facilities to ensure a safe environment.
- Completes room set-ups and break-downs based on event, program, and meeting diagrams.
- Maintains storage areas in a neat and orderly manner.
- Mops, sweeps, and vacuums a variety of rooms (i.e., auditorium, ballroom, halls, stairs, kitchens, gyms, storage rooms, and mechanical equipment rooms).
- Dusts a variety of rooms, furniture, fixtures, surfaces and levels.
- Cleans, sanitizes, and replenishes restrooms.
- Restocks public use and supply materials as necessary.
- Empties trash receptacles, replaces liners, and ensures all waste is disposed of at designated disposal areas.
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Working knowledge of cleaning compounds, chemicals, and equipment used in the care and maintenance of buildings, grounds, and other facilities. Understanding of grounds maintenance practices, including the proper use of cleaning and maintenance tools and equipment. Knowledge of how cleaning compounds and chemicals can affect various surfaces and finishes, ensuring the appropriate use of products to prevent damage.
- **Technical:** Ability to safely operate custodial and maintenance equipment, ensuring tools are used properly and maintained in safe working order.
- **Interpersonal, Communication and Customer Service:** Ability to establish and maintain good working relationships with coworkers, supervisors, and the public. Excellent customer service skills, ensuring interactions with the public and County employees are professional, courteous, and positive.
- **Decision-making and Authority:** Ability to make decisions independently, completing assigned tasks efficiently while referring unusual situations or issues to a supervisor for guidance. Authority to handle routine custodial and maintenance duties, including site inspections and reporting of unsafe conditions or equipment damage. Responsible for determining when to escalate maintenance issues or supply needs to supervisors.
- **Leadership:** Non-supervisory. Requires strong personal accountability, teamwork, & collaboration with County employees.
- **Environment:** Requires flexibility to work in both indoor and outdoor environments, including varying weather conditions.
- **Physical:** Physical ability sufficient to perform assigned duties.

Minimum Education and Experience may vary based on assigned department and operational need:

Education: High school education or GED.

Experience: Prior relevant custodial or general maintenance work experience preferred.

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

Other Requirements (License, Certifications, Training, etc.) will vary based on assigned department and operational need:

- Valid driver's license to perform assigned duties at various locations.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.