



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: CUSTODIAL MAINTENANCE WORKER

DIVISION: Recreation
DATE ADOPTED: July 31, 2002

CLASSIFICATION CODE: 7275

POSITION SUMMARY:

Under close supervision, performs entry level custodial work involving a variety of manual tasks in the cleaning and general upkeep of District buildings and premises.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs general cleaning of rooms, offices, kitchens, gymnasium, lockers, auditorium and all related areas.
2. Uses a variety of cleaning equipment and materials to sweep and mop floors; vacuum, shampoo and spot clean carpets; strip, polish and wax floors; dust and polish furniture, woodwork and equipment.
3. Cleans and sanitizes restroom facilities and related fixtures including drinking fountains, refrigerated water coolers, custodial mop sinks, restroom sinks, mirrors, urinals, and toilets.
4. Collects and disposes of refuse and recyclable materials; may pick up litter from grounds surrounding buildings.
5. Replenishes disposable supplies such as toilet tissue, soap, paper towels.
6. Cleans up after accidents or illnesses.
7. Maintains cleaning tools, equipment, and materials in proper condition; stores supplies and equipment after use.
8. Checks heating, ventilating and electrical systems for proper operation; reports any inoperative systems.
9. Washes windows and walls, cleans and washes down walkways, driveways and surrounding grounds.
10. Ensures proper security and alarm procedures are followed when entering or leaving facility; maintains security of buildings by ensuring that doors and windows are locked.
11. Opens and closes rooms and/or buildings to public use on a timely basis.
12. Prepares facilities for event use; moves, arranges, sets up and takes down chairs, tables and equipment.
13. Assembles and disassembles furniture and equipment.
14. Operates a vehicle, such as a pickup truck or van.
15. Transports supplies, materials, furniture and equipment for delivery.
16. Follows safe work procedures; ensures proper safety precautions, regulations and industrial hygiene practices are observed.
17. Identifies and reports hazardous conditions, items in need of repair, and building maintenance needs in assigned buildings and facilities.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Waters and cares for indoor plants and landscaping.
- Cleans lighting equipment, and replaces light bulbs or fluorescent tubes as needed.
- Performs related duties as assigned.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The functions of this position are generally performed inside, with some outside assignments. Depending upon assignment, travel to various sites may be required. Employees in this position must be able to work all shifts, including weekends and holidays. The employee may work under direct supervision or work independently. The incumbent will be exposed to: dust, noise, unsanitary conditions including infectious waste products, odors, cleaning chemicals and having hands in water. The incumbent will work on: slippery or uneven surfaces, ladders and around equipment with moving parts. Wearing of a uniform and appropriate safety apparel is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. Essentially all of the work involves physical exertion. The incumbent will be required to: stand and walk for extended periods of time; stoop, crouch, and kneel; climb stairs and ladders; push or pull objects weighing up to 100 pounds, lift and carry furniture, heavy equipment, supplies and other items weighing up to 50 pounds; maintain manual and physical dexterity to use tools required in the performance of duties such as mops, brooms, vacuums, burnishers, carts, hammers, screwdrivers, etc; operate a motor vehicle; communicate in person, by telephone and radio; visual acuity necessary for performance of job functions.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: The ability to read and write, to carry out oral and written directions and to complete simple written reports.

Experience: Six months full-time paid experience performing custodial or related work in offices or in institutions.

OR

Alternate: A combination of education, experience and training that would likely provide the knowledge, skills and abilities required to perform the duties of the position.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- The procedures, equipment and materials used in custodial work.
- The proper use, care, and storage of custodial equipment and materials.
- Appropriate safety precautions and procedures.

Skill in:

- The application of custodial materials and chemicals, the operation of custodial equipment and in the use of building maintenance tools and equipment.

Ability to:

- Learn and effectively apply District practices associated with the work.
- Operate and make minor repairs and adjustments to assigned equipment.
- Understand and follow simple written and oral instructions.
- Read and understand cleaning product labels, drawings and schematics used to move furniture and equipment.
- Perform calculations necessary to mix and apply cleaning products in proper application.
- Work cooperatively and effectively with those encountered in the work place.
- Work under time constraints to meet deadlines in setting up equipment and furniture.
- Observe and report need for repairs.
- Maintain simple records.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

A valid California Driver's License and satisfactory driving record.