

CUSTODIAN

JOB DESCRIPTION

Classification Responsibilities: This is a service/maintenance class that involves performing a variety of routine custodial tasks involving the care and cleaning of City building interiors, and minor maintenance work in an assigned area. Primary responsibility is for the use of proper methods, materials, and equipment in performing assigned duties, and otherwise attending to the neatness and sanitation of buildings or equipment. In addition, Custodians assigned to the Arts and Cultural Division or the Mesa Convention Center may perform routine grounds maintenance tasks, and assists in setting up classrooms and/or gym for recreational classes, programs, and/or events. This class performs related work as required.

Distinguishing Features: This class reports to a supervisor who reviews work through spot checking and results achieved. The Custodian class is distinguished from the Lead Custodian class in that the latter exercises lead supervision over two or more Custodians in addition to performing custodial tasks. Employees in this class are required to use appropriate safety procedures and equipment in performing assignments. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from the eighth grade, and the willingness and ability to perform manual work requiring physical exertion.

Special Requirements. Must possess a valid Arizona Driver's License by hire date (by assignment).

Substance Abuse Testing. None. *(Due to the safety and/or security sensitive nature of the assignment, individuals in this classification assigned to the Police Department shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures).*

Preferred/Desirable Qualifications. Some (6 months - 1 year) experience performing custodial tasks is preferred. Bilingual speaking skills (English/Spanish) are desirable for Community Center assignment.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with other City employees, vendors, management, and contractors in order to resolve any sanitation or building maintenance deficiencies, and receive instructions. Instructs and trains relief workers to assist with custodial work on a temporary basis.

Manual/Physical: Operates a City vehicle requiring a standard Arizona Driver's License to pick up and deliver supplies (by assignment). Operates power-driven machinery, such as automatic scrubbers, vacuum sweepers, carpet shampoo machines, and buffers. Uses common tools, such as a hammer, screwdriver and/or ladder to make minor repairs. Moves paper products and janitorial supplies from one place to another using a hand truck. Moves janitorial supplies and trash cans weighing up to forty pounds, a distance of sixty feet, to stock rooms and disposes of trash in proper containers. Cleans offices, windows, mirrors, coffee areas, and drinking fountains. Works with cleaning fluids and chemicals using normal, routine, protective equipment to clean, sanitize, and deodorize break rooms, restrooms, and offices. Sweeps, mops, scrubs, strips, and waxes floors. Vacuums, shampoos, and removes spots from carpets. Polishes furniture and woodwork. Dusts and cleans offices, including dusting books, cabinets, shelves, and furniture. Sweeps steps and sidewalks adjacent to buildings. Cleans, sanitizes, deodorizes, and replenishes supplies in restrooms. Sets up folding tables, chairs, and gym bleachers in preparation for meetings, conferences, recreational programs, and events. Assists in moving office and building furniture and equipment. Replaces light bulbs and air conditioning filters. Cleans and polishes brass. Maintains inventory of equipment, materials, and supplies, and requests resupply when needed. Secures buildings after working hours.

Mental: Prioritizes own work. Coordinates daily schedules with other City departments. Comprehends and makes inferences from work requests to perform custodial tasks. Learns job-related material through on-the-job training and in a classroom setting regarding safety.

Knowledge and Abilities:

Knowledge of:

the materials, methods, and practices essential to the proper cleaning of buildings;
the operation and care of electric sweepers, wet/dry vacuum cleaners, mop wringers, washing machines, brooms, mops, cleaning fluids, waxes, and other cleaning materials, supplies, and equipment; and
necessary safety precautions associated with cleaning materials, supplies, and equipment.

Ability to:

follow oral and written instructions;
perform the physical requirements of the position; and
establish and maintain effective working relationships with management, coworkers, and representatives from other City departments.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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TO/fl

CS3215.DOCX (Full-time)

CS3214 (Part-time)

EEO-S/M

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-GEN

INCREMENTS 81-200

PAY RANGE: 35

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SECURITY-Yes (PD Assignment Only)

CDL-No

IND-9015

SWORN-No