

CITY OF GLENDALE

TITLE:	Custodian	CLASS CODE:	901
REPORTS TO:	Custodial Supervisor	GRADE:	12
DEPARTMENT:	Field Operations	FLSA:	N
JOB SPECIFICATION DATE: July 21, 2005 cm			

JOB SUMMARY:

Performs work involving the custodial care of the interior and exterior of City buildings, and sets up rooms or outdoor spaces for special events.

ESSENTIAL FUNCTIONS:

1. Operates electrical equipment including Extractors, high-speed buffers, and commercial sweepers.
2. Strips, washes, and waxes floors
3. Dusts and polishes furniture and woodwork.
4. Vacuums and shampoos carpets, includes moving furniture when necessary.
5. Empties, cleans and lines waste receptacles.
6. Washes windows and walls.
7. Cleans kitchen areas and refrigerators, when requested.
8. Cleans and removes Biohazards, such as human body fluids, blood, and other materials.
9. Updates new and existing Materials Safety Data sheets in various city locations.
10. Sweeps sidewalks, stairs and parking garage adjacent to buildings.
11. Sets up rooms for various meetings and functions.
12. Handles emergency situations and cleans facilities after unusual circumstances such as floods, water leaks, electrical problems, and determines whether building maintenance needs to be called out.
13. Maintains a daily activity time sheet.
14. Maintains and repairs equipment and materials used in work
15. Locks and unlocks buildings at appropriate times and secures buildings after working hours.
16. Periodically mixes and applies pesticides.
17. Oversees the delegated work assignments of custodial contract workers.

SECONDARY FUNCTIONS:

18. Replaces light bulbs.
19. Offers directions and assistance to the public and city staff.
20. Periodically loads and unloads commodities.
21. Performs other related duties as required.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Methods, materials and equipment used in janitorial work.

Ability to:

Work independently in the absence of supervision.

Maintain effective working relationships with management.

Operate various floor cleaning equipment.

Follow oral and written instructions, particularly in handling chemicals.

Maintain simple records and make oral and written reports.

Follow directions.

WORKING CONDITIONS:

Moderate to heavy lifting may be required. Some outdoor work is required, some climbing and some exposure to hazardous materials. Hazards may be controlled through the exercise of safety precautions. Primary assigned shift is from 6:00 p.m. to 2:30 a.m.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of GED and one year of experience in custodial work.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities is qualifying.

SPECIAL REQUIREMENTS:

Requires weekend, holiday and shift work and may involve variable shifts.

Requires a valid Arizona Driver's License.