



Town of Oro Valley Classification Description

Title: **CUSTODIAN**
Job Code: 2670
FLSA Status: Non-Exempt

Department: Parks & Recreation
Salary Grade: 100

POSITION SUMMARY:

Under general supervision of the Assistant Recreation Manager, performs a variety of cleaning and housekeeping services in the designated areas.

ESSENTIAL JOB FUNCTIONS:

- A. Clean and sanitize restrooms/bathrooms, showers, locker rooms, meeting rooms and general building using established practices and procedures.
- B. Clean, dust, wipe furniture, sweep, mop, vacuum floors, empty and clean waste baskets and trash containers, replace light bulbs in desk or table lamps and refill restroom dispensers.
- C. Assist with the setup of facilities for meetings, classrooms, conferences and events.
- D. Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets as required by supervisor.
- E. Use and maintain assigned power equipment and hand tools, buffer, auto scrubbers, extractors, high pressure washers, high-speed buffers and vacuums, brooms, mops, squeegees for cleaning and general maintenance of floors, walls, carpets and furniture.
- F. Wash walls using ladders and other safety equipment required in completing work assignments.
- G. Lock and unlock assigned buildings and secure buildings and rooms when facilities are not in use. Check for unlocked doors and windows reporting any unauthorized occupants to supervisors. Turn off lights when buildings and rooms are not to be used.
- H. Follow instruction regarding the use of chemicals and supplies as directed.
- I. Maintain an inventory of supplies as directed by supervisor.
- J. Perform cleaning and related activities such as removing debris from sidewalks, stairs and steps as directed by supervisor.
- K. Move furniture, equipment, supplies and tools as directed by supervisor.
- L. Reports and records all needed repairs to facilities and fixtures.
- M. Maintains a professional appearance and manner reflective of Town of Oro Valley standards.
- N. Clean up normal spills, emergencies and bodily fluid accidents as soon as notified of the problems.
- O. Attend staff meetings and training as scheduled by supervisor.
- P. Use a work order system recording materials and time to complete assigned tasks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of facilities and proper cleaning techniques.
- Have the essential physical and mental capabilities to complete assigned duties.
- Knowledge of OSHA regulations and safety procedures related to custodian activities and use of assigned tools and equipment.
- Maintain the MSDS sheets for all cleaning chemicals that are used.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Two (2) years' experience in facilities custodian field **OR** an equivalent combination of education and experience.
- Must possess at time of application and maintain an Arizona driver license.

REQUIREMENTS:

- Must have the ability to read and understand written instruction and procedures.
- Must have the ability to climb steps and ladders, bend, stoop, push pull and lift up-to fifty (50) pounds on a routine basis.
- Must be able to work inside or outside in hot or cold conditions.
- Must be willing to work overtime as required.
- Must be willing to work alternate shift arrangements as may be required per Town's "on call" procedures.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.