

City of Oregon City

Position Description

Position: Maintenance Custodian	AFSCME Union
Department/Site: City Hall	FLSA: Non-exempt
Reports to: Human Resource Manager	Salary Grade: 17

Summary

Performs a variety of custodial and light maintenance assuring the care, cleanliness, safe access, and utility of assigned City facilities.

Distinguishing Career Features

The Maintenance Custodian can be considered as a second and senior level in a Custodial series. Advancement to Maintenance Custodian is based on need, requires a minimum of three years as a Custodian, and a demonstrated ability to perform work in at least one construction trade.

Essential Duties and Responsibilities

Routine Cleaning.

- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Ensures that towel, soap, cleanser, and other dispensers are adequately stocked.
- Cleans public entry and use areas including, but not limited to hallways, stairways, lunch, and public access meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates. Cleans floors and baseboards, vacuuming, spot cleaning and wet mopping on a regularly scheduled basis.
- Performs regularly scheduled cleaning of office areas. Cleans entryway floor mats, carpets, floors, and dusts furniture, fixtures, and equipment.
- Maintains safe and clean walkway and grounds surrounding the area of assignment. Picks up litter. Removes debris, including ice. Empties and cleans outdoor trash and smoking urns.
- On a regular schedule, cleans and washes desks, tables, counters, furniture and fixtures, inside/outside windows, coverings, light fixtures, walls and ceilings, mirrors, and other related items. May oil or polish woodwork, paneling, wood furniture, and metal fixtures.

Routine Maintenance

- Performs servicing and maintenance to fixtures. Makes plumbing adjustments such as unclogging toilets and sinks, tightening toilet seats, adjusting of drinking fountains, cleaning water jets to enhance flows.
- On an as needed basis may perform painting of walls or rooms, and other surfaces. Prepares and finishes surfaces by scraping, using commercial paint removers, and filling cracks and holes or sizing plaster walls. Applies paint or other protective and decorative finishes to comply with applicable building codes, standards, and the usage or exposure of the surfaces.

- Constructs, fabricates, assembles, installs, repairs or replaces items such as signs, desks, counters, shelves, and shelf units. Assists in the construction and remodel of temporary and permanent buildings and structures
- Replaces light bulbs, switches, receptacles, ballast, and may assist with wiring and cabling of electrical and communications lines if the proper license is obtained.

General Service

- Secures internal and external doors, ensuring that windows and lights are locked and off. Activates alarms, notifying occupants when the building is closing.
- Maintains a safe working environment in the assigned areas, noticing and notifying others of potential safety and security hazards. Participates in corrective actions.
- Ensures that containers for cleaning and other products are properly labeled. Ensures that Material Safety Data Sheets for assigned areas are up to date.
- Maintains current knowledge of, and follows proper safety precautions for use and handling of cleaning materials and chemicals.
- Initiates requests for maintenance services, as necessary.
- Performs other duties as assigned that support the objectives of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires a basic knowledge of the practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in building maintenance trades such as carpentry repairs, basic electrical and plumbing, and furniture assembly. Requires a thorough knowledge of the methods, materials, tools and equipment used in custodial care and sanitation. Must have a full knowledge of work hazards and safe work techniques, including lifting procedures. Requires some knowledge of chemical reactions and proper safety precautions for use. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Requires sufficient math skills to measure distances and portions. Requires sufficient human relations skill to exercise courtesy when dealing with others.

▪ **Abilities**

Requires the ability to perform all essential duties of the position. Requires the ability to perform routine facility maintenance tasks and determine when to refer more complex maintenance requirements to a supervisor. Must be able to follow oral and written directions and work independently and collaboratively. Must be able to observe all safety precautions and procedures. Must be able to operate and maintain a full range of hand and power tools and equipment used for custodial service and construction. Must be able to apply City policies and procedures. Requires the ability to work cooperatively with City staff and the public. Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City. Must be able to respond to urgent situations. Requires the ability to complete training in safety, hazardous materials, and bloodborne pathogens within a reasonable time.

- **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe work in progress. Requires sufficient hearing and speech for ordinary communication and to hear sound prompts from equipment. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waist and floor levels, max. 75 lbs.), carry (max. 75 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time and climb ladders intermittently.

- **Education and Experience**

The position typically requires a High School diploma or GED and two years of prior custodial and facility maintenance experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, body positioning, handling of medium-to-heavy weight and awkward materials, and disagreeable working conditions.