100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106495

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005800

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION: Custodial Worker/Laborer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005765 Building Maintenance Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 05

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 4:00 p.m. TO: 12:30 a.m.

JOB CODE TITLE: Custodial Worker

JOB CODE: 42111

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Performs custodial duties to maintain cleanliness of areas in & around assigned buildings under all conditions (e.g., offices, entrances, rest rooms, parking areas, sidewalks, patios, & driveways): wears personal protective equipment (e.g., gloves, eye protection, boots, masks) to mix & apply stripping solutions to floors; sweeps & mops floors; uses heavy-duty buffer (e.g., 175 rpm floor buffing machine) to remove old finish from floors; applies spray sealer; lifts liquid floor finish containers (e.g., 40 lb. containers) & supplies liquid floor finish; uses heavy-duty buffer to polish floors; moves & operates buffers & cleaning equipment (e.g., commercial scrubbers, buffers, & vacuum cleaners) lifting up to 50 lbs; uses germicidal cleaners & disinfectants to clean rest rooms; washes rest room walls, ceilings, floors, scrubs sinks, toilets & countertops; polishes mirrors & glass; replenishes soap, paper towels & toilet paper; spot cleans office & corridor walls; cleans, dusts & waxes furniture; climbs ladder to clean air ventilation diffusers in ceiling & light fixtures using chemical cleaners & duster; cleans Venetian blinds weekly; vacuums carpets using a commercial weight vacuum cleaner (approx. 23 lbs.) spot cleans carpets; reads material safety data sheets & chemical contents on cleaning products for safety in mixing cleaning solutions; uses appropriate personal protective equipment (e.g., gloves, eye protection, boots, masks) when using or mixing cleaning compounds; checks in supplies & stocks supply closets; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; required to wear pager &/or carry cell phone.	Knowledge of (1) agencies policies & procedures regarding safety practices*; (2) cleaning practices & procedures*. Skill in (3) operation of cleaning equipment & tools (e.g., commercial scrubbers, buffers, & vacuum cleaners). Ability to (4) count, do basic addition & subtraction; (5) read MSDS sheets & chemical container labels; (6) carry out simple instructions; (7) recognize safety warnings; (8) stand, walk or bend continuously; (9) lift up to 50 lbs. frequently; (10) recognize unusual or threatening conditions & take appropriate action; (11) work alone on most tasks; (12) respond to systems emergency situations on 24X7 basis; (13) carry cell phone or wear pager.
35	Performs general labor indoors: pulls, pushes, lifts or otherwise moves furniture (e.g., desks, tables, chairs, bookcases, credenzas, workstations) weighing up to 50 lbs.; takes down & installs work stations; sets up tables & chairs for meetings & special events; assists in managing recycle area to include breaking down & disposal of recycle cardboard & lights; loads & unloads trucks; hauls trash; cleans storage cage areas & warehouse aisles with walk behind floor scrubber	Knowledge of (14) safety practices & procedures related to general maintenance & manual labor . Ability to 6, 7, 8, 9, 10, 11
	This position has been designated as weather & disaster essential	*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ce

DATE: 4/7/10

Appl 4.9.10 ce