

POSITION DESCRIPTION		AGENCY/DEPT ID DAS106495
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005803	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Custodial Worker		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005715 Custodial Work Supervisor	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 05 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 3:30 p.m. TO: 12:00 a.m. Report-in location subject to change.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	<p>Performs custodial duties to maintain cleanliness of areas in & around assigned buildings (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 rmp 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.</p> <p>Cleans trash receptacles & recycle bins each shift: lifts plastic liner from small trash containers & places into large bins; replaces plastic liners; bundles large bags & places to dumpster; transports paper from recycle bins to collect point, with assistance, empties into dumpster.</p> <p>Performs miscellaneous related duties to assist in maintaining cleanliness in & around assigned buildings under all conditions: removes snow &/or ice from sidewalks; uses outdoor vacuum (e.g., Billy Goat) to clean driveways, entrances, sidewalks, parking areas & patios); reports evidence of fire, illegal entry & theft of property.</p>	<p>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.</p> <p>Knowledge of 1,* 2* Ability to 6, 7, 8, 9, 10,11.</p> <p>Knowledge of 1*, 2* Skill in (12) operation of Billy Goat Ability to 6, 7, 8, 9, 10,11.</p>

Appd 12.9.10 *fw*

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen</i>	DATE 12/7/10
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JOB TITLE
Custodial Worker

 JOB CODE
42111

