

TOWN OF ROUND MOUNTAIN
CLASS SPECIFICATION

Custodian

FLSA Status: Non-Exempt

Last Revised: July 11, 2018

DEFINITION: Under general supervision, performs a variety of custodial and routine maintenance tasks involving the cleaning, maintenance, and repair of facilities, walkways, equipment, and adjoining premises; and performs related work as required. Facilities is defined as all Town buildings (see Appendix A).

DISTINGUISHING CHARACTERISTICS: Positions in this class are expected to perform assignments with only minimal direction and instruction.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Following established procedures or verbal instructions, selects the proper chemicals and supplies and effectively and safely cleans and disinfects hallways, stairways, offices, meeting and other rooms, auditoriums, restrooms, drinking fountains, benches/bleachers, handrails, etc.
2. Dusts, sweeps, mops, vacuums, and polishes all horizontal and vertical surfaces, such as floors, walls, windows, countertops, desktops, baseboards, door frames, etc.
3. Operates and maintains in clean working order floor cleaning machines, buffers, and carpet cleaning machines.
4. Performs special cleaning tasks such as disinfecting contaminated or frequently used areas and/or equipment.
5. Moves furniture, equipment, and other items such as files, partitions, supply boxes, displays, storage containers, etc.
6. Empties and cleans waste containers; transports waste materials to appropriate containers.
7. Ensures that appropriate supplies such as toilet paper, paper towels, soap, and related items are available to users. Maintains proper inventory of cleaning materials and supplies at assigned workstations.
8. On a daily basis, as well as after various public functions, checks windows, doors, and office equipment to ensure they are secured and/or turned off.
9. Maintains outside areas adjacent to the facility in a safe condition by removing snow and other debris, sweeping, and hosing down areas.
10. Performs routine maintenance in the building such as touch-up painting, replacing light bulbs, hanging and removing pictures, repairing and/or installing shelves and other fixtures, patching cracks or small holes in walls, repairing/replacing stair treads, and related activities.
11. Reports damage, malfunctions, hazards, or irregularities of buildings and equipment to supervisor.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Equipment, materials, and supplies used in cleaning, disinfecting, and maintaining facilities;
- Safe and proper methods of using/mixing chemicals, solvents, and other potentially hazardous materials;
- Agency policies, procedures, and practices related to custodial services;
- Cleaning and disinfecting procedures; and
- Appropriate tools or equipment for cleaning specific areas, or performing routine maintenance tasks.

Skill to:

- Follow established procedures; and
- Follow written and oral instructions.

Ability to:

- Use cleaning equipment and tools properly and safely;
- Operate small hand and power tools properly and safely;
- Operate electric floor cleaning and maintenance equipment properly and safely;
- Perform snow and trash removal; and
- Communicate courteously with others.

Required Certifications and Licenses:

Must possess and maintain a valid driver's license to cover operation of public works vehicles.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Education level sufficient to have acquired basic reading and comprehension, and ability to understand spoken instructions and to communicate verbally.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to stand, walk, and climb stairs and ladders; stamina and flexibility to stoop, squat, bend, kneel, crouch, and crawl; strength, dexterity, and stamina to use hands and arms to reach, grasp, and open containers, and to operate hand and power tools, floor cleaning, polishing, and other equipment; ability to periodically work in confined spaces; frequent moving or lifting of objects weighing up to 25 pounds and occasional moving of objects weighing up to 75 pounds. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Most of the work is performed indoors, but some outside work is required. Incumbents are exposed to moderately disagreeable working conditions to include dust, dirt, odors, fumes, heat and cold due to outside weather conditions, and to unsanitary conditions such as those found in restrooms.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed

The job description does not constitute an employment agreement between the Town and employee. It is subject to change at any time by the Town Board at its sole discretion.

Appendix A

(subject to change)

TOWN OF ROUND MOUNTAIN

Town Hall Office/Building: 100 Hadley Circle, Round Mountain, NV 89045

Round Mountain Public Utility Office/Shop : 100 Hadley Circle, Round Mountain, NV 89045

Maintenance Office/Shop: 100 Hadley Circle, Round Mountain, NV 89045

Public Safety Office/Building: 103 Smoky Valley Blvd, Round Mountain, NV 89045

Ingvar Christensen Swimming Pool: 65 Hadley Circle, Round Mountain, NV 89045

Donald L Simpson Community Center: 650 Civic Drive, Round Mountain, NV 89045

Round Mountain Community Gym: 600 Civic Drive, Round Mountain, NV 89045

Round Mountain Concession Stand and Bathrooms: located at Round Mountain Softball Fields