



## CLASS SPECIFICATION

Class Code: 9002  
Date Est: 7/73  
Last Rev: 3/2001  
Last Title Chg:  
FLSA: non-exempt

### CUSTODIAL WORKER

#### **DEFINITION**

Under supervision, cleans and performs minor maintenance in an assigned area; reports the need for major improvements and repairs; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Demonstrated ability to read and write.

#### **LICENSE OR CERTIFICATE**

Some positions may require possession of a valid driver's license.

#### **SUPERVISION EXERCISED**

N/A

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Scrub, mop, wax, and polish floors.

Dust and polish furniture.

Dust books and shelves.

Wash windows, woodwork, toilets, washrooms, and fixtures.

Replace burned out light bulbs and lavatory supplies.

Dispose of waste paper or recycle paper.

Move office furniture and equipment.

May clean outside walkways.

Operate and maintain power equipment such as buffers, waxers, and vacuums.

Report damage requiring repairs and may make minor repairs.

Removal of biohazard waste.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Department policies and procedures.

Proper use of materials and supplies.

**Ability to:**

Perform a variety of custodial and minor maintenance work with minimum guidance and supervision.

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

**Knowledge of:**

Methods, materials, tools, and equipment used in cleaning work.

Safe work practices.

Biohazard waste removal.

**Ability to:**

Learn cleaning methods and procedures.

Make minor repairs and adjustments to building equipment.

Read and understand container labels.

Establish and maintain cooperative working relationships with supervisors and co-workers.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 50 lbs. Corrected hearing and vision to normal range. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to dust, fumes, solvents, and chemicals.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved WERCCS Job Evaluation Committee

Date March, 2001