City of Bellingham
Classification Specification

CLASS TITLE	**Custodial Maintenance Worker I-II**
DEPARTMENT	**Interdepartmental**
UNION:	**1937**
SG:	**104/105**
CS:	**Yes**
FLSA:	**Y**
EEO/SOC CODE:	**SM/ 37-2011**

NATURE OF WORK:

Performs progressively responsible custodial and porter duties such as sanitizing, scrubbing, stripping floors, sweeping, mopping, vacuuming, dusting, garbage removal, restocking, and minor maintenance in City maintained buildings. Responds to and cleans sanitary hazards. Follows established procedures for securing buildings. Operates varying portable equipment as required to clean and maintain buildings. Maintains cleaning equipment and is responsible for reporting equipment and facility repair needs.

DISTINGUISHING CHARACTERISTICS:

The Custodial Maintenance worker I is an entry level position in the Custodial Maintenance Worker series. Incumbents at this level will receive training and oversight as new or unusual situations arise. Custodial Maintenance Worker I is distinguished from Custodial Worker II by a primary focus on performing routine custodial tasks. Incumbents in the Custodial Maintenance Worker I position will move to Custodial Maintenance Worker II in a non-competitive promotion upon satisfactorily completing three years as a Custodial Maintenance Worker I.

The Custodial Maintenance worker II is distinguished from the Custodial Maintenance Worker I by the ability to and responsibility for independently performing the full range of routine to unusual custodial tasks and minor maintenance duties. Incumbents at this level have comprehensive knowledge of departmental policies, procedures and safety guidelines.

SUPERVISORY RELATIONSHIPS:

Reports to the Supervisor of the assigned Department. May receive direction and training from higher classified positions within the unit. Works under general supervision and the guidance of applicable federal, state, and local statues, regulations, and policies and procedures. The Custodial Maintenance Worker II may assist in training and provide technical guidance to the Custodial Maintenance Worker I, as assigned.

ESSENTIAL FUNCTIONS:

1. Cleans and maintains floors, carpets, walls, and windows. Performs spot cleaning and full carpet cleaning as needed.

2. Cleans and sanitizes restrooms, shower rooms, and fixtures. Replaces tissue and restroom supplies.

3. Empties trash and recycling containers. Maintains and keeps recycle and trash containers clean.

4. Locks and unlocks buildings to complete assignments. Secures buildings when not in use by checking for unlocked doors, windows. Reports any unauthorized occupants to the appropriate chain of command. Identifies necessary repairs and maintenance and notifies appropriate individual to ensure a safe and sanitary environment.

5. Cleans furniture, sinks, countertops, windowsills, railings and other surfaces. Dusts, polishes and/or sanitizes as appropriate.

6. Uses portable and power equipment such as broom, mop, squeegee, vacuum, buffer and polisher as required to clean and maintain buildings. Some assigned duties may require the use of ladders.

6. Sets up and moves furniture for special events and returns to original location when program has ended.

7. Responds to and cleans up spills including sanitary hazards using appropriate infection control materials and techniques.

8. Removes snow or debris from sidewalks, stairs, driveways, and entryways using manual or power equipment.

9. Maintains supplies used to perform cleaning duties such as chemical solutions, paper products, mops, vacuums, etc. to ensure availability of items required to properly maintain facilities. Notifies the supervisor if replacements or repairs are required.

Custodial Maintenance Worker II

1. Performs minor maintenance tasks such as resetting circuit breakers, turning off water in emergency situations, and replacing light bulbs and fluorescent tubes. Some assigned duties may require the use of ladders.

2. Maintains and repairs a variety of heavy-duty floor machines such as washers, vacuums and buffers including oiling motors, cleaning terminals, replacing drive wheels, shafts, gears, valves, and electrical switches. Catalogs parts and updates equipment maintenance records.

3. Assists in training and provides technical direction to lower classified staff, as assigned.

ADDITIONAL WORK PERFORMED:

1. Performs other related work within the scope of the classification.

2. May assist in identifying and performing minor maintenance repairs to electrical switches, plumbing fixtures, clogged drains, and water lines. Performs minor repairs to walls and ceilings such as patching, sanding, cleaning and painting small areas.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Custodial cleaning techniques including use and maintenance care of cleaning equipment.
- Using cleaning chemicals and safety requirements including for biohazard clean ups.
- Using portable cleaning equipment and supplies such as floor waxing machines, buffers, burnishers, and vacuums.

Skill in:
- Independent judgement including the ability to carry out work assignments, maintain required stands of work production, quality and safety.
- Interpersonal skills to establish and maintain effective working relationships with City departments.
- Maintaining and properly storing the chemicals and cleaning solutions.
- Appropriately identifying and applying the correct chemicals and cleaning solutions required to complete the assigned tasks.

Ability to:
- Perform continuous physical and manual labor.
- Interact with the public and co-workers using courtesy and tact.
- Follow directives including established safety policies and procedures including instructions on labels for the proper use of cleaning materials.
- Measure and mix cleaning solutions according to directions.
- Provide reports on daily activities.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
    - Frequently stand for long periods of time;
    - Frequently traverse on uneven terrain and sloped surfaces;
    - Frequently repeat physical motions such as; stand, stoop, reach, bend, kneel, and squat
    - Frequently move between indoor and outdoor worksite locations;
    - Frequently lift and move heavy objects up to 50lbs., and occasionally transport weights of approximately 100lbs.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors with occasional exposure to outdoor weather conditions. Required to use appropriate safety equipment and follow established safety policies. Moves throughout City facilities and worksite locations. Frequent exposure to chemicals, cleaning agents, and airborne particles. Occasional exposure to noise generated by equipment, such as a vacuum.

EXPERIENCE AND TRAINING REQUIREMENTS:

Custodial Maintenance Worker I

- Willingness and ability to perform duties associated with commercial custodial work including cleaning public restrooms and locker rooms, operating industrial type cleaning equipment and frequently moving heavy items.
- One year of experience in janitorial work preferred.

Custodial Maintenance Worker II

- Three years of paid experience in janitorial work, including experience operating carpet cleaning and floor waxing machines, mixing chemical cleaners and performing biohazard cleanup.
- One year of demonstrated proficiency in performing minor maintenance duties such as resetting circuit breakers, turning off water in emergency situations, and replacing light bulbs and fluorescent tubes.
- Completion of janitorial training course may substitute for six months of work experience.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions records check, local background check, and fingerprinting. Subject to re-check every five years.
- Ability and willingness to work evenings/nights and be called out in response to occasional custodial emergencies.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

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COMMISSION ADOPTION: January 11, 2023