SANDY CITY
APPROVED POSITION SPECIFICATION

I. Position Title: Building Custodian

Revision Date: 1/02
EEO Code: Service-Maintenance
Status: Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Facilities Operations Supervisor, assists in the maintenance and cleaning of all City operated facilities.

III. Essential Duties:

- Responsible for keeping the building visually pleasing, clean and safe for all employees, performing regular janitorial duties and follows established cleaning schedule.
- Assists the Facilities Supervisor in building custodial maintenance and work order completion
- Cleans, vacuums, and empties trash
- Dusts and spot washes walls and work surfaces
- Operates a vacuum & carpet cleaner
- Cleans restrooms, sanitizes fixtures, re-stocks paper, and mops
- Assists in preparing rooms for meetings & events
- Buffs and waxes floors
- Shovels snow as needed

IV. Marginal Duties:

- Locks and unlocks buildings
- Respond to emergencies
- Reports problems, unsafe conditions and/or defective lights and equipment to Operations Supervisor
- May include some crew leader duties
- Performs other related duties as assigned

V. Qualifications:

Education: High school diploma or equivalent required.

Experience: Two years of experience in custodial or related duties; may substitute any combination of education and experience; experience using automated equipment preferred.

Knowledge of: Cleaning techniques, safety practices; Material Safety Data Sheets (MSDS).

Responsibility for: Assisting the Facilities Operations Supervisor in keeping City facilities clean; safety of City employees and visiting public as related to the performance of duties.

Communication Skills: Understand and follow directions.

Tool, Machine, and Equipment Operation: Requires use of cleaning equipment (Vacuums, Buffer, carpet extractor, etc.) The use of a wide variety of hand and power tools; ability to use a personal computer for word processing and other applicable applications is desirable.

Analytical Ability: Must be able to work as a team, helping other employees and the public; must be

able to work independently; must be able to recognize unacceptable conditions and correct them with a minimum of direction. meticulous persons preferred; must be able to follow directions and complete a daily routine as specified.

VI. Working Conditions:

Generally comfortable working conditions; moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials; regular kneeling, bending and stooping; occasional heavy (45 pounds and over) lifting and carrying; Evenings and weekend work required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.