

NON EXEMPT

CITY OF WILLOWS

CUSTODIAN PART-TIME

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a variety of custodial duties to maintain the cleanliness and orderliness of assigned rooms, buildings, and related City facilities.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision & direction from the Community Development Services Director or Designee

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Sweep, scrub, wax floors; vacuum and clean rugs and carpets; clean restrooms; empty and clean waste receptacles.
- Wash and dust windows, walls, and blinds.
- Perform minor maintenance and repairs on equipment or buildings such as replacing light bulbs, fixing doors, or minor painting.
- Unlock and lock entrances to buildings; check buildings for security.
- Inspect buildings for safety, fire, and sanitary hazards.
- Operate a variety of electrical cleaning equipment; maintain and order custodial equipment and supplies.
- Perform various tasks in moving or rearranging furniture, desks and other equipment; set up room for meetings.
- Answer general questions from the public and City staff.
- May assist in training less experienced staff.
- Perform related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an indoor environment, with occasional travel from site to site; exposure to dust, grease, odors, and cleaning agents; work hours include shift work in order to minimize disruption of daily operational activities.

Physical: Primary functions require sufficient physical ability necessary for sufficient mobility to walk and stand for prolonged periods of time; stoop, bend, kneel, crouch, climb, reach and twist; regularly push, pull,

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lift, and/or carry light to moderately heavy objects and occasionally objects over 45 pounds; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate equipment.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Equivalent to the completion of the twelfth grade.

License/Certificate:

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of: Methods of cleaning and preserving floors, walls and fixtures.
Cleaning materials and disinfectants, equipment and tools used in custodial work.
Occupational hazards and standard safety practices. The operation of motorized vehicles and power equipment, vacuums, floor polishers, common hand and power tools, carpentry and electrical tools, mobile radio and cell phones, ladders and step stools.

Ability to: Use tools required in custodial and minor maintenance work, including electrical cleaning equipment. Understand and follow oral and written instructions. Perform moderately heavy manual work. Work independently in the absence of supervision. Clean and care for assigned areas and equipment. Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Part Time Custodian position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date