CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Custodial Maintenance Worker 1-Athletic Facilities**	**UNION:1937**
		SG:104
CLASS TITLE:	**Custodial Maintenance Worker 1**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation**	**EEO4CODE:SM**

JOB SUMMARY:

Entry-level position performing janitorial duties in City maintained athletic facilities. Occasionally performs minor building maintenance and grounds maintenance tasks. Employees in this position place high priority on responding to customer service needs and providing quality service.

SUPERVISORY RELATIONSHIP:

Reports to Athletic Facilities Supervisor. Works under specific direction but carries out tasks independently. May receive daily work assignments and take additional direction from Athletic Field Specialist, as assigned. May also receive technical guidance and communication of assignments from Park Worker, as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Cleans and maintains floors, bleacher and stadium seating areas, walls and windows; empties trash and recycling containers; keeps recycle and garbage containers clean inside and out.

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

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

4. Daily litter pick-up of grounds, parking lots, ball fields, dugouts, bleachers, and spectator areas

5. Locks and unlocks buildings; secures facilities when not in use by checking for unlocked doors, windows. Reports any unauthorized occupants or suspicious circumstances.

6. Uses hand equipment and power equipment such as broom, mop, squeegee, vacuum, blower as required to clean and maintain facilities; uses ladders as required for assignments.

7. May occasionally perform minor maintenance tasks such as reset circuit breakers, turn off water in emergencies, replace light bulbs and fluorescent tubes (using up to an eight-foot ladder) or perform basic facility maintenance functions such as painting and minor carpentry repairs. Refers major facility problems to immediate supervisor.

8. Sets up and moves furniture, field and game equipment for special events and returns to original location when program has ended.

9. May occasionally, under direct supervision, make minor repairs to electrical switches, plumbing fixtures, clogged drains, water and ballfield irrigation lines.

10. Occasionally assists with preparation and maintenance of sports fields, with direction from Park Worker or Athletic Field Specialist.

11. May (with manual or power equipment) remove snow or debris from sidewalks, stairs, driveways, parking lots, entryways and grounds.

ADDITIONAL WORK PERFORMED:

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Working knowledge of cleaning methods, supplies, equipment and safety practices.
- Ability to perform work independent of direct supervision and to complete assigned tasks on schedule.
- Ability to work harmoniously with other people
- Ability to understand and follow written and oral directions, including instructions on labels for the proper mixing and use of cleaning materials.
- Ability to write legibly on forms and other documents.
- Ability to perform heavy and demanding physical labor.
- Ability to maintain consistent and punctual attendance
- Ability to demonstrate the city's Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in all weather conditions and on irregular terrain, primarily during late afternoon/evening shifts. May lift or otherwise move up to 50 lbs on a regular basis, occasionally up to 100 lbs with mechanical lifting equipment. Work entails the use of chemical cleaners and agents; may be exposed to noise and airborne particles.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of experience in janitorial work required.

NECESSARY SPECIAL REQUIREMENT:

- Police criminal convictions records check prior to hire or placement.
- Ability and willingness to be called out in response to occasional custodial emergencies.

PREPARED BY: M. Bianconi
R. Delker
A. Sullivan
09/19

REVIEWED BY: _____
Leslie Bryson
Parks and Recreation Director

REVISED BY:

COMMISSION ALLOCATION: _____