CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Parking Services Custodial Maintenance Worker**	**UNION:1937**
		SG:105
CLASS TITLE:	**Custodial Maintenance Worker 2**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Public Works**	**EEO4CODE:SM**

JOB SUMMARY:

Performs custodial duties and routine maintenance work on assigned buildings, facilities, downtown sidewalks and surface parking lots, and equipment.

SUPERVISORY RELATIONSHIP:

Reports to assigned supervisor/manager – Parking Services, Public Works.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Maintains and repairs a variety of heavy duty floor machines such as washers, vacuums and buffers; replaces drive wheels, shafts, gears, valves and electrical switches; oils motors and cleans terminals.

2. Maintains parts and equipment supplies, parts catalogs, MSDS (material safety data sheets) and equipment maintenance records.

3. Performs minor repairs on electrical circuits, steam or waterlines, plumbing fixtures, lights and partitions; cleans clogged drains and sewer lines; replaces broken windows and replaces air filters on furnaces.

4. Cleans and maintains floors, walls, windows, carpets, furniture, chalk boards; cleans and sanitizes restrooms/shower rooms and fixtures; empties trash containers; sets up and moves furniture required for special events.

5. Performs streetscape, parking structure and parking lot maintenance. Cleans and repairs trashcans. Removes graffiti and reports incidents to Police department and supervisor.

6. Uses power equipment and hand tools such as sweeper, broom, mop, squeegee, buffer, polisher and vacuum required for the cleaning and custodial maintenance of parking lots, parking structures, floors, walls, carpets, furniture; uses ladders when required in work assignments.

7. Replaces light bulbs, tissue and restroom supplies; replaces light switches and rewires lamps or replaces ballasts and tubes on fluorescent light fixtures.

8. Locks and unlocks buildings and parking lots; secures buildings when not in use by checking for unlocked doors, windows; reports any unauthorized occupants.

8. Constructs items such as door stops and bookshelves; makes routine repairs to locks, walls, ceilings; replaces broken windows; cleans and paints surfaces.

9. May manually or with self-propelled equipment remove snow or debris from parking lots, sidewalks, stairs, driveways, entryways. Mows grass. Helps maintain grounds.

10. Provides technical guidance and communicates work assignments to lower classified employees, temporary labor and community service labor. Makes recommendations regarding selection of temporary and community service labor and completes appropriate paperwork for supervisory review.

11. May operate motorized equipment, cars or light trucks.

12. Works with merchants on building and on-street projects, as assigned.

ADDITIONAL WORK PERFORMED:

1. Performs duties of class below (Custodial Maintenance Worker 1).

2. May assist as backup to Parking Systems Security Attendant.

3. Assists Meter Technician with meter-related projects.

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Knowledge of cleaning methods, supplies and safety practices in janitorial/maintenance work.
- Ability to perform heavy and demanding physical labor.
- Ability to work harmoniously with other staff and the general public.
- Ability to follow written and oral directives including instructions on labels for the proper use of cleaning materials. Ability to measure and mix cleaning solutions and paints according to directions.
- Ability to legibly complete forms and other documents.
- Ability to perform simple addition, subtraction, multiplication and division.
- Ability to operate/use a variety of hand or power tools and light equipment.

WORKING ENVIRONMENT:

Work is performed primarily in the field, exposing employee to inclement weather and traffic hazards. Some travel between locations is involved in the work.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of experience in facilities maintenance work. A six-month building trades apprenticeship or successful completion of a vocational maintenance program may apply toward satisfying this requirement.
- One year experience in custodial or housekeeping work.
- Previous experience in security work preferred.

- Some knowledge of landscaping and horticulture helpful.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidate must submit three-year driving abstract prior to hire.
- Requires a police criminal convictions record check prior to hire or placement.

PREPARED BY: K. Hanowell
12/81

REVIEWED BY: _____
Clark Williams, Transportation and Communications Manager

REVISED BY: R.Decker/Holt Consulting
7/00
L.McGowan-Smith/C.Williams/L.Klemanski
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Richard E. McKinley, Director
Public Works