



GARDEN CITY  
RECREATION COMMISSION

### **Job Description: Part-Time Facilities Custodian**

**Position Type:** Part Time, Non-Exempt

**Salary Range:** \$9.00 – 16.00 hourly (\$18,720 - \$33,280 annually)

This class consists of complex technical and supervisory work in the cleaning and maintenance of the Recreation Commission facilities. Work at this level is further characterized by specialized knowledge and skills used in the accomplishment of assignments. Incumbent works in partnership with other employees, departments/divisions, external entities, and agencies to supply effective and innovative services. Provide holistic services to internal customers and the public by seeking ways to integrate programs or services provided by other departments, divisions, and agencies.

#### **Essential Required Tasks/Examples of Duties:**

The incumbent is responsible for cleaning and maintaining the facilities that are utilized by the Recreation Commission. Perform or assist in performing duties; adjust errors and complaints. Provide leadership and direction in the development of short range plans. Assure that responsibilities are performed within budget.

Perform complex and technical cleaning and maintenance duties. Work on-site and perform all duties required; operate all cleaning and maintenance equipment utilized by staff. Perform routine inspections of plumbing, carpeting, lights, windows, ceiling tiles, doors, and mechanical equipment. As needed, lift and carry tables and chairs for room set-ups for meetings and special events. Inventory supplies, obtain price quotes, and order cleaning equipment and supplies for Recreation Commission Buildings. Ensure buildings are locked and secured as needed.

Maintain a variety of records and logs. Prepare daily, monthly, and yearly activity reports. Prepare reports pertaining to assigned unit's activities.

Due to the nature of the work, employee will have frequent access to confidential areas, documents and meetings and must ensure confidentiality at all times. Identify and recommend improvements in divisional and departmental operations to ensure support functions are efficient and cost effective. Duties require a full range of physical motion and activities including pushing, pulling, lifting, twisting and turning the upper body, stooping, kneeling, crouching, climbing, balancing, crawling, reaching for objects, walking and standing. Must be able to work from various heights. The incumbent must also be alert to peripheral activities when operating equipment and, therefore, must have a full range of movement in the neck and shoulders. Take proper safety precautions, anticipate unsafe circumstances, and act accordingly to prevent accidents. Use all required safety equipment and ensure staff does the same. Operate motor vehicle to perform the essential required tasks and supervise staff including contractors at the various Recreation Commission locations and to pick up and deliver custodial supplies as needed. Perform related duties as required.

## **Minimum Qualifications:**

**Training** – High school graduation or GED equivalent.

**Experience** – 6 months of progressively responsible experience as a Custodian.

OR

Any equivalent combination of training and experience that provides evidence that the applicant possesses the Necessary Applicant Traits and can perform the essential required tasks.

**Necessary Special Requirements** - Must be at least 18 years of age. Must possess and maintain a valid driver's license and safe driving record for continued employment. New hires must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: oral board, reference checks, criminal background check and sex-offender registry check, and driving check through DMV.

## **Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The noise level in the environment is moderate. Position involves working days, evenings, nights, holidays, and weekends as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Work is generally performed indoors although such duties as cleaning windows, sweeping sidewalks, gutter cleaning, or shoveling snow would be performed outdoors. Moreover, the worker must operate and maintain a variety of equipment and utilize various chemicals. As such, the worker may be exposed to a variety of safety hazards. While performing the duties of this job, the employee is frequently required to talk or hear; stand; walk; stoop; kneel; crouch; crawl; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to smell, taste, climb, or balance. Physical demands are described as very heavy (exert in excess of 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly in order to move objects). Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, peripheral vision, and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **Necessary Applicant Traits:**

**Knowledge** - Knowledge of the various components of cleaning, proper floor and carpet maintenance, and building maintenance. Knowledge of cleaning methods, materials, and equipment used in custodial work. Working knowledge of simple hand tools. Working knowledge of routine electrical, mechanical, and plumbing repair and maintenance. Considerable knowledge of safety practices and procedures.

**Skills** - Skill in understanding and responding to customer needs. Skill in analyzing and solving

technical problems within assigned unit. Skill in the operation, maintenance, and repair of equipment and tools used in custodial maintenance operations including vacuum cleaner, carpet shampooer, floor buffer, floor burnisher, auto scrubber, hand tools, and power tools is preferred. Skill in the operation of a motor vehicle as required by the position.

**Abilities** - Ability to control confidential information due to the frequency of access to all areas, documents and conversations; work from broad direction with limited supervision; read and interpret specifications pertaining to cleaning products; perform manual labor, including heavy lifting, for extended periods of time under all weather conditions; work well with culturally diverse people; establish and maintain effective working relationships with other employees and the public; work well with varied and demanding people; organize information in a clear and logical format; identify, analyze, and address problems and trends in a timely, efficient, and equitable manner; communicate clearly and concisely in English, verbally and in writing; organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines; organize tasks and working environment to maximize efficiency; focus attention on tasks which may be complex, routine, or repetitive without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures, unusual demands, or changing priorities; read, understand, and apply technical manuals; handle emergency situations; employ and enforce safety and security practices and procedures; and understand and follow written and oral instructions and procedures.

### **Performance Indicators:**

The incumbent performs duties within the organizational structure of the Department/Division, following appropriate procedures and policies. The incumbent is evaluated in the following areas:

**Job Knowledge/Technical Expertise**  
**Work Posture**  
**Quantity and Quality of Work**  
**Working Relationships and Interpersonal Skills**  
**Adaptability**  
**Judgment and Problem Solving**  
**Customer Service**  
**Planning/Organizational Abilities**  
**Initiative**  
**Communication**  
**Leadership**  
**Motivation and Development of Subordinates**  
**Budgetary Controls**

A review of the incumbent's performance on the above performance indicators will be conducted on a periodic basis as determined by the supervisor. The supervisor evaluates the incumbent's administration of policies and procedures through daily observations, spot checks, written reports, feedback from other staff members and the public, and communication with the incumbent.

## **Working Relationships:**

**Independence of Action** - Works under the general direction of the Building Custodian. Meets with the supervisor to establish overall goals and objectives. Exercises considerable independence of judgment in meeting assigned objectives and implementing department/division operations, services, and programs. The supervisor is kept informed of progress and potentially controversial matters and areas of far-reaching implications. Completed work is reviewed from an overall standpoint of meeting the department's goals and in providing acceptable service levels to the Recreation Commission. Depending on the nature of the assigned unit, errors could result in safety hazards for the public or program participants with corresponding legal action against the Garden City Recreation Commission, increased costs, ineffective services, or a safety hazard to the on-site crew or subordinate personnel.

**Working Relationships** - Relationships are typically with supervisor and all other employees within the Garden City Recreation Commission. Regular contact occurs with vendors in obtaining supplies and services. Occasional contact occurs with personnel in other jurisdictions in exchanging information. Occasional contact occurs with citizens.