

**CITY OF SALEM
CUSTODIAL WORKER I**

**00601
20601
30610
40601
50601**

NATURE OF WORK

This is general custodial work at assigned municipal buildings or in an assigned section of a municipal building.

Work involves responsibility for the performance of general cleaning, custodial, and minor maintenance duties at municipal buildings. Assignments may include one or more buildings of small or medium size of a section, floor, or wing of a larger building. Although non-routine or unusual tasks may be performed under the immediate supervision of a superior, ordinary duties require making routine work decisions independently within the framework of established methods and work schedules.

This is not a supervisory classification, but incumbents may be asked to orient new employees to procedures and techniques utilized in the work.

The work of this classification is distinguished from the Custodial Worker II by the absence of an on-going responsibility to lead the work of others.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Sweeps, mops, waxes, and polishes floors; dusts and polishes furniture; washes windows, woodwork, toilets, washrooms, and fixtures.

Replaces burned out light bulbs; replaces lavatory supplies; unstops lavatories and toilets; disposes of wastepaper; prepares rooms for meetings.

Sweeps sidewalks; shovels snow from walks.

Checks and locks doors and windows; closes and opens buildings for public events.

Drives between assigned buildings.

Performs other related work as required.

WORK QUALIFICATIONS

Experience in custodial work indicating ability to perform duties with a minimum of direct supervision; or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

Knowledge of building maintenance and cleaning practices, equipment, and supplies.

Knowledge of safety hazards and precautions.

Knowledge of basic building security techniques.

Ability to perform maintenance and custodial tasks without immediate supervision.

Ability to make minor repairs and adjustments to building fixtures and equipment.

Ability to understand and follow simple oral and written instructions.

Ability to exercise care in the use of cleaning materials for different types of building surfaces and in the operation of a variety of janitorial equipment.

Ability to meet and deal courteously with the public.

Ability to complete tasks with considerable independence after training and perform duties above.

Sufficient physical strength to withstand working long hours at custodial tasks.

Some positions may require possession of a valid Oregon Class C driver's license and the ability to meet City driving standards.

Ability to pass a police background check.

Work is performed during evening, early morning or weekends. Sufficient physical dexterity is needed to perform a variety of maintenance and cleaning tasks such as cleaning restrooms, vacuuming, mopping, disposing of trash, replacing light fixtures. Sufficient mental concentration and decision making is required to perform a series of maintenance and cleaning tasks in order, without continual work direction and to identify and resolve routine maintenance/cleaning problems. Exposure with safety precautions to moisture, dust, fumes, chemicals and refuse.

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