

**CITY OF SALEM  
CUSTODIAL WORKER II**

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20602  
30602  
40602  
50602**

**NATURE OF WORK**

This is custodial work of a responsible lead worker nature.

Work involves responsibility for directing a crew of custodians performing general and special cleaning, custodial, and minor maintenance duties of a major municipal complex. Allocation to this class requires responsibilities entailing the work direction of the evening shift of custodians at the Civic Center or work of comparable weight. Work involves direct participation in the custodial work as well as assuring that subordinates are completing assignments, maintaining proper cleaning standards, and using correct equipment and materials. General instruction and assignments are received from the General Services Facilities Supervisor, but general work duties are performed with considerable independence.

The work of this classification is distinguished from the Custodial Worker I by the requirement for on-going lead responsibilities. It is distinguished from the General Services Facilities Supervisor by the absence of full supervisory authority.

**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.)

Oversees and participates in the work of a custodial crew or shift of some size; checks to see that standard and special duties are completed and that proper methods and materials are used.

Maintains time records; prepares work orders; forwards instructions to subordinate personnel.

Performs cleaning duties; performs minor maintenance tasks including replacing burned out light bulbs and unstopping lavatories and toilets; maintains supply inventories.

Performs other related work as required.

**WORK QUALIFICATIONS**

Considerable experience in custodial work, preferably including some lead worker or supervisory experience; or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

Considerable knowledge of building maintenance and cleaning practices, equipment, and supplies.

Considerable knowledge of safety hazards, precautions and hazardous materials.

Ability to supervise the work of custodial personnel.

Ability to perform maintenance and custodial tasks without immediate supervision and to make minor repairs and adjustments to building fixtures and equipment.

Ability to understand and follow simple oral and written instructions.

Ability to maintain records and make reports.

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 establish and maintain effective working relationships with employees and members of the public.

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

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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Personnel Director