



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Custodian

STATUS: Non-exempt / Union - IBEW

REPORTS TO: Energy and Conservation Services Manager

RANGE: Contract

POSITION SUMMARY: The Custodian is responsible to perform a full range of custodial and building services duties related to the cleaning of assigned buildings and facilities, including the daily maintenance of assigned equipment. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Clean and sanitize office areas, public meeting areas and restroom facilities including fixtures, sinks, urinals, counters, floors and toilets; replenishes supplies in restrooms and break rooms.
5. Vacuum, spot clean and shampoo carpets and furniture.
6. Removes recycling containers in accordance with established recycling procedures.
7. Sweeps and mops floors.
8. Dusts furniture, woodwork, fixtures and office equipment.
9. Washes accessible interior windows, mirrors, door glass and walls.
10. Cleans desk tops as requested.
11. Identifies and reports maintenance needs to supervisor.
12. Provides supervisor with a list of supplies and materials needed.
13. Cleans and empties wastebaskets and trash containers.
14. Cleans refrigerators.

15. Locks and unlocks assigned buildings; arms security system when facilities are not in use, checking for unlocked doors and windows; reports any unauthorized occupants; turns off lights; verifies security gates are closed.

16. Maintains valid Oregon driver's license and good driving and safety record.

Marginal Functions

None

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above qualifications, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- None

MINIMUM QUALIFICATIONS

Experience

- A minimum of one year recent experience in performing custodian work in a large and multi-use facility (i.e., hospital, professional or medical buildings, schools)

Knowledge, Skills & Abilities

- Custodial procedures and the proper use of cleaning materials and supplies used in janitorial work
- Proficient in operating a wide variety of cleaning equipment
- Knowledgeable of safe work practices

- Read MSDS documents and follow instructions
- Follow directions and be flexible to changes in daily work schedule
- Communicates effectively verbally and in writing
- Ability to take initiative and be self-motivated to accomplish tasks as scheduled
- Ability to work independently in absence of supervisor

Education

- High school diploma or equivalent

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times.
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers and managers. Ability to think and react quickly, calmly and professionally in a stressful situation.
- **VISION:**
 - Far Visual Acuity:** Sees adequately to drive a vehicle.
 - Near visual acuity:** Reads small print on equipment, labels or other written documents.
 - Peripheral Vision:** Maintains full field of vision in all directions to assess proximity to office furniture and building characteristics
 - Color Vision:** Judges red, green and yellow traffic lights adequately to drive vehicles on urban streets.
 - Depth Perception:** Judges depth very accurately to: (1) work near edges of elevated structures and (2) assess equipment in traffic or other confined spaces.
- **HEARING:** Hears spoken conversation well while working despite background noise from others in the room or small equipment noise.
- **SPEECH:** Speaks loudly and clearly enough to be accurately understood when working with others.
- **STANDING:** May be on feet four to eight hours during course of shift, but maneuvers around the work site at intervals.
- **SITTING:** Sits while driving to different locations. Less than one hour of sitting per day.
- **WORKER MOBILITY:** Can change positions frequently. Requires bending and/or twisting and/or lifting. Occasional tasks while kneeling.
- **WALKING:** Walks from area to area when performing duties. Walking occurs on slippery conditions when cleaning some floor areas.

- **LIFTING/CARRYING:** Lifts 0-20 lbs. - often, 20+ lbs. occasionally. Must be capable to lift up to 50 lbs.
- **PUSHING/PULLING:** Pushes/pulls furniture, equipment, mops, vacuums, filing drawer cabinets; opens and closes gates; other various custodial tasks.
- **REACHING/BENDING/HANDLING:** Reaches and bends frequently; handles cleaning equipment frequently.
- **TWISTING:** Rotates head fully to both sides to observe equipment. Some twisting is required when lifting items. Occasionally works in awkward positions.
- **CLIMBING:** Climbs stairs at various site(s) for business and breaks. Occasionally climbs ladders.
- **ENVIRONMENTAL FACTORS:** Office environment. Limited exposure to outdoor environment. Must have a normal tolerance of and not be allergic to common maintenance chemicals and products.

Revised: June 1, 2016