

## CUSTODIAL WORKER 1-3

### CLASS DESCRIPTION

This is routine manual and unskilled or semi-skilled work in the performance of a variety of building cleaning tasks. Employees perform assigned tasks subject to established methods and routines and work is reviewed, for conformation with work standards, in assigned work areas by a supervisor or lead worker.

This is not intended to be a progression series. Employees may be hired at the Custodial Worker 1, 2, or 3 level based on the needs of individual departments and qualifications of the candidates. Advancement to higher levels in the series is accomplished through competition.

#### *Custodial Worker 1*

Employees at this level perform a variety of routine, unskilled building cleaning tasks.

#### *Custodial Worker 2*

Employees at this level perform a wide variety of routine, unskilled and semi-skilled custodial and building cleaning tasks.

#### *Custodial Worker 3*

Employees at this level perform responsible semi-skilled work in performing and leading others in the full range of custodial tasks. This includes cleaning, responsibility for area security, and minor maintenance tasks.

### Examples of Duties and Responsibilities:

#### *Custodial Worker 1*

Maintain floors, carpets, and stairways by sweeping, vacuuming, scrubbing, and mopping. Wash and remove blemishes from windows, light fixtures, blinds, mirrors, and walls. Clean and maintain rooms by dusting, scrubbing, and polishing shelves, furniture, fabric partitions, bathroom fixtures, ceilings and other equipment and/or appliances.

Collect and remove trash and refuse from wastebaskets, trash boxes, and other refuse/recyclable containers and properly dispose of wastes.

Arrange furniture and set up equipment as specified. Change light bulbs and florescent tubes.

Perform tasks such as raking and watering lawns, snow and ice removal (by hand), trash pickup, sweeping parking lots and sidewalks.

Perform related work as required.

#### *Custodial Worker 2*

All the work of a Custodial Worker 1, and

Maintain floors, carpets, and stairways by shampooing, spot-cleaning, buffing, waxing, refinishing, and other specialty cleaning.

Perform various special and on-going cleaning and maintenance projects including: spraying for insects, trapping rodents, spot cleaning and shampooing fabric partitions and furniture, spot painting, removing graffiti, and dusting ceilings.

Replenish materials and supplies and mix or dilute cleaning solutions as necessary. Lock and unlock doors.

Mow lawns. Trim and plant shrubs and trees. Operate a vehicle to deliver and/or pick up materials.

Perform routine assignments in connection with the operation of a low-pressure boiler and other heating systems, air conditioning and water systems, fire alarms, security, and other building equipment.

Take responsibility for a building facility as required.

Perform incidental building maintenance tasks.

### *Custodial Worker 3*

Train assigned staff in the performance of custodial work, including the use of new methods and materials. Assign tasks to custodial workers and monitor their work through direct observation and periodic inspection. Advise and correct custodial workers in the proper performance of a full range of custodial tasks, reporting work problems and deficiencies to a supervisor for appropriate action.

Perform routine checks on the operation of low-pressure boilers and other heating systems, air handlers, air conditioning and water systems, security and fire alarm systems, lighting systems, and other building equipment. Perform routine maintenance and report observed maintenance problems.

Perform building security tasks such as: locking and unlocking doors; activating security alarm systems; and performing periodic fire alarm checks. Monitor the facility against abuse and unauthorized usage.

Maintain an inventory of cleaning and building maintenance supplies. Evaluate new cleaning products and equipment.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

#### *Custodial Worker 1*

Knowledge of the materials, supplies, and methods commonly employed in a building cleaning operation. Ability to understand and carry out instructions. Ability to perform assigned tasks without close supervision alone or as part of a team. Ability to develop and

maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

*Custodial Worker 2*

All of the above, and

Working knowledge of the materials, equipment, supplies, and methods commonly employed in a building cleaning operation. Working knowledge of cleaning devices and their care and maintenance requirements.

*Custodial Worker 3*

All of the above, and

Thorough knowledge of the materials, equipment, supplies, and methods commonly employed in a building cleaning operation (to include: a variety of hard and soft floor coverings, wall surfaces, and building equipment). Thorough knowledge of cleaning devices and their care and maintenance requirements. Ability to train and assign tasks to custodial staff. Ability to identify, counsel and/or report performance or behavioral problems. Ability to make minor building maintenance replacements, repairs, and adjustments.

Training and Experience:

*Custodial Worker 1*

Six months of experience performing building cleaning or related work. Other combinations of training and/or experience, which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position, will also be considered.

*Custodial Worker 2*

At least one year of experience performing custodial or related work. Other combinations of training and/or experience, which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position, will also be considered.

*Custodial Worker 3*

Three years of experience performing diverse custodial or related work comparable to that gained as a Custodial Worker 2 with the City of Madison, e.g., in a large facility that included the care of hard and soft floor coverings, wall surfaces, and building maintenance systems (low-pressure boilers and air handling systems). Other combinations of training and/or experience, which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position, will also be considered.

Physical Requirements:

*All positions*

Employees in this position must be able to lift/carry objects weighing up to 50 pounds and perform work while walking/standing for a large percentage of time. In addition, they must be able to frequently bend, twist, squat, climb (including ladders) and reach. This position requires the incumbent to work outdoors in all types of weather.

*Custodial Worker 2 and 3*

Employees will be required to mix chemicals for cleaning solutions.

<b>Department/Division</b>	<b>Classification</b>	<b>Comp. Group</b>	<b>Range</b>
City-Wide	Custodial Worker 1	16	02
City-Wide	Custodial Worker 2	15/16	03A/07
City-Wide	Custodial Worker 3	15/16	05A/09

Approved: \_\_\_\_\_  
 Brad Wirtz  
 Human Resources Director  
 \_\_\_\_\_ Date