



City of Driggs Classification Specification

Custodial/Maintenance Worker

Department: Administration
Effective Date: 10-2016

Pay Grade: 4
FLSA Designation: Non-Exempt (covered)

General Statement of Duties

Performs semi-skilled maintenance and custodial work for the City's physical facilities; performs related work as required.

Classification Summary

The principal function of an employee in this class is to perform a variety of semi-skilled carpentry, masonry, painting, minor plumbing and electrical and skilled duties to maintain a clean, operational and attractive environment. Service includes internal and external environments that may involve inclement weather and potential personal hazards. The work includes janitorial and maintenance of City buildings, landscapes, minor maintenance and repair of irrigation and sprinkler systems, and assisting with City events. The work is performed under the direction of the Mayor with some latitude for the exercise of independent judgment and initiative.

Essential Duties and Responsibilities

Essential Duties and Responsibilities (not all inclusive):

- Vacuums, sweeps, mops, strips, waxes and buffs floors, removes scuff marks, heavy dirt, scratches, etc. in order to maintain clean and attractive facilities; arranges furniture for special meetings and functions; secures building by inspecting doors, windows, exits, etc.
- Empties and cleans waste receptacles; cleans and sanitizes restroom sinks, bowls, and floors; washes windows; replaces light bulbs and cleans fixture covers.
- Dusts, washes & waxes furniture and woodwork throughout city facilities including such items as chairs, tables, window blinds, chair railings, etc.
- Performs a variety of repair tasks such as painting, removing and installing flooring, monitoring and repairing in-ground sprinkler systems, etc.
- Operates small motorized equipment as needed to maintain walkways and large floor areas; removes snow from stairs and walkways, etc.
- Develops and maintains an annual preventative maintenance schedule for City facilities' mechanical systems.
- Develops and maintains custodial inventory and maintenance repair tracking systems.

Secondary Duties and Responsibilities (not all inclusive):

- Assisting with City events
- Performing other duties as assigned.

Competency Requirements

Knowledge of:

- Safety practices of custodial and maintenance work and use of cleaning agents and equipment;
- General manual labor, construction, & grounds keeping;
- Equipment and tool operation and maintenance practices;
- Customer service principles and procedures;
- Working knowledge of practices, tools, equipment, and materials used in custodial and facility maintenance work.

Ability to:

- Assist in operating and minor maintenance of in-ground irrigation systems;
- Operate equipment and a variety of hand tools;
- Communicate effectively both orally and in writing with co-workers, the public, the Mayor, City Council and other City employees;
- Exercise sound judgment and generate workable solutions in problem situations;
- Establish and maintain effective working relationships with co-workers, staff, contractors and the public under sometimes stressful conditions;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Any combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Must be at least 18 years of age and maintain a valid Idaho driver's license.
- Must pass a City initiated background check.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions; to operate assigned equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to safely operate assigned equipment and a variety of hand tools;
- Sufficient personal mobility, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to perform essential job functions in an office or field setting that may require lifting/moving 80lbs., bending, stooping, kneeling, climbing, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements.