

City of Forks

JOB: Custodian/General Maintenance

Status: Full Time

Salary Range: 3-4 depending on experience

ESSENTIAL DUTIES:

Responsible for all custodial duties of all City facilities. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; clean and disinfect restrooms; empty/clean wastebaskets and trash containers; empty and clean ash trays and cigarette urns; replace light bulbs; refill restroom dispensers. Assist with the setup of facilities for meetings, classrooms, conferences, events, etc. Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets. Use and maintain assigned power equipment and hand tools; buffers, scrubbers, pressure washers, high speed buffers, vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, and equipment. Use ladders when required in work assignments. Follow instructions regarding the use of chemicals and supplies. Wash accessible interior and exterior windows. Clean blinds. Perform inventory of supplies and equipment on a regular basis. Perform basic maintenance on City Buildings to include; painting, pressure washing, light bulb replacement, landscaping, minor plumbing repairs, ceiling tile replacement, caulking, and minor carpenter work.

OTHER DUTIES:

Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment. Move furniture, equipment, supplies, and tools on an incidental basis. Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights. Attend job related and city required training classes. Other miscellaneous duties pertaining to the general scope of work as assigned.

KNOWLEDGE AND ABILITIES:

- Use of equipment/tools
- Maintain safe working conditions
- General grounds maintenance knowledge
- Plan and organize work
- Microsoft Word/Excel
- Meet schedules and timelines
- Customer/Public relations

- Ability to work independently

PREFERRED/DESIRED QUALIFICATIONS:

- Two or more years of cleaning/custodial experience
- First Aid training
- Biohazard waste cleanup certification
- General maintenance abilities

EDUCATION AND MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Valid unrestricted Washington State Driver's License
- One or more years of cleaning/custodial

WORKING CONDITIONS:

- Be able to work in secured locations to include the City of Forks Police Department Corrections Facility, and with inmates both inside and out of said facility.
- Able to perform the duties of this position outdoors in all terrain and all weather conditions, with or without reasonable accommodations.

PHYSICAL DEMANDS:

The physical demands here are the minimum and are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Able to bend, twist, walk and/or climb
- Lift up to 50 pounds
- Stand for extended periods of time