

EASTERN WYOMING COLLEGE

CLASS SPECIFICATION TITLE: CUSTODIAN

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u> Non-Exempt
CLASS SUMMARY:			
<p>This class is the first of two levels in the Custodial and Grounds Maintenance series. Incumbents clean, sanitize, and maintain assigned facilities and grounds. Responsibilities may include dusting; sweeping; mopping; vacuuming; sanitizing restrooms and water fountains; emptying trash and recycling containers; setting up for events; stripping and refinishing floors; mowing grass and clearing yard debris; removing snow; applying fertilizer and pesticides; and trimming trees.</p>			

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>	<u>BAND/ GRADE</u>
1.	Performs a variety of cleaning activities, which include: cleaning offices; dusting; cleaning the surfaces and countertops; sweeping, vacuuming, and mopping floors and/or carpeted areas; cleaning and sanitizing restrooms; stocking restroom supplies; cleaning windows; and/or, performing other related activities within buildings.	Daily 50%	
2.	Performs grounds maintenance activities, which includes: mowing; edging lawns; watering and weeding lawns and gardens; trimming and pruning shrubs, hedges, and trees; performing weed abatement activities; and/or, performing other related activities.	Daily 20%	
3.	Collects and disposes of trash and recycling items.	Daily 10%	
4.	Monitors supply and inventory levels and notifies appropriate individual of the need to replenish items; restocks supplies and/or inventory items upon receipt.	Weekly 10%	
5.	Maintains a variety of records related to equipment operation and maintenance, service requests, and/or other grounds maintenance activities.	Daily 10%	
6.	Performs other duties of a similar nature or level.	As Required	N/B

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TRAINING AND EXPERIENCE (positions in this class typically require):
High School diploma or GED or equivalent training.

LICENSING REQUIREMENTS (positions in this class typically require):

- Pesticide Applicator's License may be required
- Valid Driver's License

KNOWLEDGE (position requirements at entry):
Knowledge of:

- Basic facility cleaning techniques;
- Chemicals and chemical mixtures;
- Grounds maintenance principles and practices;
- Applicable equipment, materials, and tools used in grounds maintenance activities;
- Safe work practices.

SKILLS (position requirements at entry):
Skill in:

- Cleaning and sanitizing offices, restrooms, hallways, and/or other building areas;
- Handling chemicals properly;
- Using applicable custodial equipment;
- Monitoring inventory levels;
- Maintaining grounds;
- Maintaining records;
- Operating and maintaining applicable grounds maintenance equipment and tools;
- Following oral and written instructions;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:
Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

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NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASSIFICATION HISTORY:

Draft prepared by Fox Lawson & Associates, LLC (CC)

Date: (08/09)