



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Lead Custodian--Library

Department: Housekeeping Reports to: Library Director Pay Grade: H04
Date Established: 3/2014 Date Revised: 8/2018 FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Lead Custodian—Library - performs custodial, repair, light construction, and maintenance work in the City's Marshall Public Library building and grounds to maintain a clean, sanitary, and safe environment. This position works independently as the only full-time maintenance worker at the Library. As the Lead Custodian, the position assigns and oversees maintenance work being performed by other custodial staff.

The job requires building cleaning, maintenance, and repair skills, building trade skills, grounds maintenance skills, and the ability to operate the tools and equipment required to complete the assigned tasks. This is a physically active job performing routine tasks on a regular basis and major project tasks intermittently. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes a public building cleaning, repair, and maintenance environment. The job requires operating electrically powered cleaning equipment, cleaning substances that may involve related hazards, and power tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Oversees and performs cleaning, repair, and maintenance in the Marshall Public Library building and grounds. Maintains building security, including setting and monitoring alarm system.

Performs and coordinates repair and remodeling work, including carpentry, electrical, plumbing, HVAC, and painting.

Oversees and performs landscaping and grounds maintenance including mowing, fertilizing, pest and weed control, and snow and ice removal.

Coordinates and directs volunteer projects.

Recommends annual custodial and maintenance budget and monitors spending for budget compliance.

Performs custodial duties include sweeping, mopping, and vacuuming floors and carpets. Dusts and wipes off furniture, fixtures, and surfaces. Cleans restrooms, hallways, offices, meeting, and other public rooms. Cleans interior and exterior glass surfaces.

Establishes cleaning schedule. Schedules special cleaning, such as carpet cleaning, coordinating with Library hours and events.

Inspects and monitors work of cleaning and grounds workers to ensure work is done according to standards. Trains others in cleaning methods and equipment operation.

Maintains inventory of cleaning supplies, including placing orders.

Cleans and sanitizes restroom areas, including toilets, sinks, mirrors, privacy dividers, walls and floors. Maintains supply levels in restrooms, including toilet paper, paper towels, and soap.

Empties and cleans trash containers, including transporting bagged waste to outside trash receptacles. Separates recyclables.

Cleans light fixtures and replaces bulbs and/or ballasts. Cleans and polishes mirrors, wood, and other special reflective and decorative surfaces.

Cleans spills, spot cleans carpets, and removes graffiti as needed.

Cleans and maintains custodial equipment. Ensures custodial equipment is in working order.

Sets up for and breaks down after special events.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, materials, tools and standard practices of cleaning and maintaining public buildings;
- Preparation, use, and disposal of chemical cleaning agents;
- Appropriate use of cleaning agent for varied surface types;
- Safety procedures when cleaning and moving furniture;
- Building trade skills, including but not limited to, electrical, plumbing, carpentry, mechanical, painting, and HVAC;
- Grounds maintenance skills, including but not limited to, mowing, planting, weeding, pruning, irrigation, fertilization, turf and/or pest control, and snow removal;
- Maintenance and grounds keeping equipment and tool maintenance and repair methods;
- Federal (OSHA) regulations and City policies regarding safe work practices.

Skill and Ability to:

- Perform routine custodial, maintenance, and cleaning tasks to maintain a clean, sanitary, and safe environment;
- Operate and maintain powered custodial equipment including, but not limited to, vacuums, strippers, waxers, buffers, shampoo cleaners, extractors, and power washers;
- Operate hand cleaning equipment including, but not limited to, brooms, dust and wet mops, dust pans, and dusters;
- Maintain and perform minor repairs on electrical, plumbing, mechanical, HVAC, and related operating systems;
- Operate hand and power tools;
- Operate a motor vehicle;
- Operate grounds keeping equipment;
- Operate a personal computer and job-related software and applications;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED;

- Idaho driver's license is required;
- One (1) year of general maintenance experience is required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb ladders, work at heights, and in confined spaces. The job requires hand/finger dexterity to handle materials, manipulate tools, keyboard, and reach with hands and arms. The job requires operation of job-related equipment. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.