

City of Bellingham  
**Classification Specification - Civil Service or AFSCME**

<b>CLASS TITLE</b>	Custodial Maintenance Worker 1
<b>DEPARTMENT</b>	Interdepartmental
<b>UNION:</b>	114
<b>SG:</b>	4
<b>CS:</b>	Yes
<b>FLSA:</b>	Y
<b>EE04CODE:</b>	SM

**NATURE OF WORK:**

Performs janitorial duties in City maintained buildings. Occasionally performs minor maintenance tasks.

**DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished by its focus on standard custodial tasks. This classification is distinguished from the Custodial Maintenance Worker 2 by the latter's responsibility to perform routine maintenance work. It is differentiated from the Maintenance Worker 3 classification by the Maintenance Worker's responsibility for performing diagnostic tests, as well as periodic maintenance and repairs on equipment, plumbing and electrical systems.

**SUPERVISORY RELATIONSHIPS:**

Reports to a front line supervisor. Works under specific direction, but carries out tasks independently. May take additional direction from a Maintenance Worker 3, as assigned. May also receive technical guidance and assignments from a Custodial Maintenance Worker 2.

**ESSENTIAL FUNCTIONS:**

1. Cleans and maintains floors, carpets, walls and windows.
2. Cleans and sanitizes restrooms/shower rooms and fixtures. Replaces tissue and restroom supplies.
3. Empties trash and recycling containers; keeps recycle and trash containers clean.
4. Locks and unlocks buildings; secures buildings when not in use by checking for unlocked doors, windows. Reports any unauthorized occupants.
5. Keeps carpets clean with periodic spot cleaning and full carpet cleaning as needed.
6. Uses hand equipment and power equipment such as broom, mop, squeegee, vacuum, buffer and polisher as required to clean and maintain buildings; uses ladders as required for assignments.

7. May occasionally perform minor maintenance tasks such as reset circuit breakers, turn off water in emergencies, replace light bulbs and fluorescent tubes (using up to an eight-foot ladder).
8. Sets up and moves furniture for special events and returns to original location when program has ended.
9. Responds to and cleans up spills and sanitary hazards using appropriate infection control materials and techniques.
10. May occasionally, under direct supervision, make minor repairs to electrical switches, plumbing fixtures, clogged drains, steam and water lines.
11. May (with manual or power equipment) remove snow or debris from sidewalks, stairs, driveways, and entryways; or maintain grounds.

#### **ADDITIONAL WORK PERFORMED:**

1. Performs other related duties within the scope of the classification.

#### **KNOWLEDGE AND SKILLS:**

- Knowledge of cleaning methods, equipment (including carpet cleaning and floor waxing machines), supplies and safety practices, including biohazard clean up.
- Ability to perform heavy and demanding physical labor.
- Ability to work harmoniously with other people.
- Ability to follow written and oral directives including instructions on labels for the proper use of cleaning materials.
- Ability to measure and mix cleaning solutions according to directions.
- Ability to write legibly on forms and other documents.

#### **WORKING ENVIRONMENT:**

Work is performed both indoors and outdoors in all weather conditions and on irregular terrain, primarily during late afternoon/evening hours. May lift or otherwise move up to 50# on a regular basis, occasionally up to 100# with lifting equipment. Work entails the use of chemical cleaners and agents; may be exposed to noise and airborne particles.

#### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- One year of recent (within the last 5 years) paid experience in janitorial work required, including experience operating carpet cleaning and floor waxing machines, mixing chemical cleaners and performing biohazard clean up.
- Completion of janitorial training course may substitute for six months of work experience.

**NECESSARY SPECIAL REQUIREMENT:**

- Police criminal convictions records check prior to hire or placement.
- Ability and willingness to be called out in response to occasional custodial emergencies.
- Some positions require a valid Washington State driver's license at the time of hire.  
Must submit a three-year abstract of driving record prior to hire.

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12/81

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**COMMISSION ADOPTION:** \_\_\_\_\_ April 7, 2004