

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

<b>CLASS TITLE</b>	Custodial Maintenance Worker 2
<b>DEPARTMENT</b>	Interdepartmental
<b>UNION:</b>	114
<b>SG:</b>	6
<b>CS:</b>	Entry/Promotional
<b>FLSA:</b>	Y
<b>EE04CODE:</b>	SM

**NATURE OF WORK:**

Performs custodial duties and routine maintenance work on assigned buildings, facilities and equipment.

**DISTINGUISHING CHARACTERISTICS:**

Performs maintenance tasks of greater difficulty or with greater knowledge or skill requirements than the Custodial Maintenance Worker 1 classification. This classification is also distinguished from the Maintenance Worker 3 classification by the latter's responsibility for performance of diagnostic tests and more advanced maintenance and repairs on equipment, plumbing and electrical systems. Within this class series, has only minor or no budgetary or contract procurement responsibilities.

**SUPERVISORY RELATIONSHIPS:**

Works under direct supervision of a front line supervisor. May provide technical guidance and communicate work assignments to lower classes. Does not supervise. May receive direction from Maintenance Worker 3.

**ESSENTIAL FUNCTIONS:**

1. Maintains and repairs a variety of heavy duty floor machines such as washers, vacuums and buffers; replaces drive wheels, shafts, gears, valves and electrical switches; oils motors and cleans terminals.
2. May maintain parts and equipment supplies, parts catalogs and equipment maintenance records.
3. Performs minor repairs on electrical circuits, steam or waterlines, plumbing fixtures, lights and partitions; cleans clogged drains and sewer lines; replaces broken windows.
4. Cleans and maintains floors, walls, windows, carpets, furniture, chalk boards; cleans and sanitizes restrooms/shower rooms and fixtures; empties trash containers; sets up and moves furniture required for special events.

5. Uses power equipment and hand tools such as broom, mop, squeegee, buffer, polisher and vacuum required for the cleaning and custodial maintenance of floors, walls, carpets, furniture; uses ladders when required in work assignments.
6. Replaces light bulbs, tissue and restroom supplies; replaces light switches and rewires lamps or replaces ballasts and tubes on fluorescent light fixtures.
7. Locks and unlocks buildings; secures buildings when not in use by checking for unlocked doors, windows; reports any unauthorized occupants.
8. Constructs items such as door stops and bookshelves; makes routine repairs to locks, walls, ceilings; replaces broken windows; cleans and paints surfaces.
9. Responds to and cleans up spills and sanitary hazards using appropriate infection control materials and techniques.
10. May manually or with self-propelled equipment remove snow or debris from sidewalks, stairs, driveways, entryways; mow grass; helps maintain grounds.
11. May operate motorized or light equipment.
12. Performs duties of class below.

**ADDITIONAL WORK PERFORMED:**

1. Performs related duties as required.

**KNOWLEDGE AND SKILLS:**

- Knowledge of cleaning methods, supplies and safety practices in janitorial/maintenance work.
- Ability to perform heavy and demanding physical labor.
- Ability to work harmoniously with others.
- 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 legibly complete forms and other documents.
- Ability to perform simple addition, subtraction, multiplication and division.
- Ability to operate/use a variety of hand or power tools and light equipment.

**WORKING ENVIRONMENT:**

Work is performed both in indoors and outdoors in all weather conditions and on irregular terrain. 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:**

- Two years of experience in facilities maintenance work. A six-month building trades apprenticeship or successful completion of a vocational maintenance program may apply toward satisfying this requirement.
- One year of experience in custodial or housekeeping work.

**NECESSARY SPECIAL REQUIREMENT:**

- Police criminal conviction records check prior to hire or placement.
- Some positions may require a valid Washington State driver's license and good driving record. Candidate must submit three-year driving abstract prior to hire.
- Ability and willingness to be called out in response to occasional custodial emergencies.

**PREPARED BY:** Kathryn Hanowell  
12/17/81

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4/03

**COMMISSION ADOPTION:** \_\_\_\_\_ April 9, 2003