

CLASS TITLE: CUSTODIAL WORKER II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs floor care, general cleaning, and housekeeping duties, and other related assigned duties.

ESSENTIAL TASKS:

- Sweeps, mops, strips, buffs and waxes floors
- Cleans various facilities, offices and breakrooms
- Vacuums and cleans carpets
- Washes walls, doors and woodwork
- Dusts furniture and fixtures
- Cleans windows, bathroom and kitchen fixtures, glass mirrors and cases, exhibits and artwork
- Empties waste baskets
- Mows and waters grass
- Trims, waters and weeds plant beds
- Replaces light bulbs, restroom supplies and air filters
- Performs a variety of light building maintenance
- Cleans and maintains gym floors, playground equipment and spray pool
- Fills vending machines
- Removes trash from grounds
- Sweeps and hoses off walkways
- Removes graffiti
- Processes work orders
- Orders and maintains custodial supplies inventory
- Sets up/breaks down tables, chairs and other equipment for special events
- May act as a leadperson over Custodial Worker I's
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and two (2) years of experience in custodial work, including experience in tile floor and carpet care; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Maintenance Worker/Crew Worker progression criterion document for additional requirements.

Knowledge, Abilities, and Skills: Good knowledge of cleaning materials and methods; good knowledge of the use of power floor care equipment, including buffers and carpet cleaning equipment; and good knowledge of appropriate safety requirements of the work performed. Ability to use simple hand tools and make minor repairs; ability to understand and follow verbal instructions; ability to perform work requiring good physical condition; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and occasional standing; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 60 pounds; frequent kneeling, reaching, balancing, bending, handling, feeling, and twisting; occasional climbing, and smelling; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Some positions within this classification require possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials or toxic chemicals, excessive dust, damp/wet surfaces, snow/ice covered surfaces, and refuse/garbage/litter.

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Class Code: 8519

EEO Code: N-08

Pay Grade: LT-14

Group: Labor and Trades

Series: Unskilled and Semiskilled Labor

Effective date: June 1, 1996