



# LAKEHAVEN WATER AND SEWER DISTRICT Job Description

<b>POSITION TITLE</b> FIELD OPERATIONS CUSTODIAL MAINTENANCE PERSON (LEVEL 4)	
<b>DEPARTMENT:</b> FIELD OPERATIONS	<b>SUPERVISOR:</b> FIELD OPS SUPERVISOR OR DESIGNEE
<b>FLSA STATUS:</b> NON-EXEMPT	<b>INCUMBENTS(S):</b>
<b>SII CODE:</b> 1507	<b>REVISION DATE:</b> 2016-06-03
<b>REPRESENTED BY:</b> IUOE	<b>REVIEW DATE:</b>

## **JOB SUMMARY:**

Performs regular cleaning and minor maintenance at assigned District buildings. Work is typically performed indoors in assigned District buildings utilizing vacuum, buffer, carpet cleaner, mops and brooms, miscellaneous hand and power tools and cleaning chemicals and agents. Minor maintenance includes painting, plumbing, carpentry, and other fixture related maintenance activities. Incumbents are required to drive a District vehicle between locations.

Work is generally performed under general supervision.

## **ESSENTIAL JOB FUNCTIONS:**

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Under guidance from supervisor, establishes priorities and schedules work allowing for unscheduled projects, which may be required.
- Wet mops and dries floors; vacuum, strip wax and buff floors; operate power-cleaning equipment, mechanical cleaners and polishers, and mixes cleaning agents as required.
- Vacuums and spot cleans carpets; empties and cleans waste receptacles; dusts, waxes, washes and polishes furniture, counters, woodwork and metal work.
- Cleans walls and windowsills, as assigned. May include cleaning windows occasionally.
- Moves and arranges furniture and equipment as required.
- Observes and reports to supervisor the need for repairs beyond the scope of this classification.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

### **EDUCATION AND EXPERIENCE:**

- High School diploma or GED. Relevant experience desired.

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

- Knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibilities as stated in the Essential Functions.
- Knowledge of cleaning methods and supplies.

- Ability to follow written and oral instructions and perform work in accordance with safety procedures.
- Ability to utilize hand and power tools.
- Ability to work effectively with other employees and supervisor.
- Ability to be on one's feet a majority of the work shift.
- Ability to utilize a vacuum cleaner, buffer, and carpet cleaner.
- Ability to read labels and follow instructions on chemicals and cleaning supplies, including material Safety Data Sheets (SDS).
- Ability to safely drive a District vehicle.
- Ability to maintain daily logs and timesheets.
- Ability to work varied work schedules, depending on tasks assigned.

#### **GENERAL REQUIREMENTS:**

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate good written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

#### **SPECIAL REQUIREMENTS:**

- Must have valid WA State Driver's license.

#### **WORK ENVIRONMENT:**

- Work is generally performed in an office environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Work is generally performed in an office environment.
- Regularly required to use arms, hands and fingers to lift, reach, handle, feel , or utilize objects, materials, tools, equipment or controls.
- While performing the duties of this job, the employee can be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibrations.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.

#### **MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:**

- Basic hand tools, including but not limited to; brooms, mops, screw drivers, pliers, wrenches, scrapers, cutters, etc.
- Power equipment, including but not limited to; vacuum cleaners, carpet cleaners, floor buffers, power drill, etc.
- Personal Protective Equipment (PPE) includes but is not limited to: eye protection, gloves, respirators, and steel toed shoes.

**PHYSICAL DEMANDS:**

**N:** Never (not at all)

**O:** Occasional (1-33% of the time)

**F:** Frequent (34%-66% of the time)

**C:** Constant (67%-100% of the time)

STRENGTH:  Sedentary  Light  Medium  Heavy  Very Heavy

	Frequency	Comments	
Sitting	O		
Standing	C		
Walking	C		
Driving	F		
Lifting: 50 lbs.	F		
Carrying: 50 lbs.	F		
Push/Pull: 50 lbs.	F		
Climbing Stairs/Ladders	F		
Working at Heights/Balancing	F		
Bending at Waist	C		
Twisting at Waist	C		
Crouching/Kneeling	F		
Crawling	O		
Reaching	F		
Repetitive Motion	O		
Handling/Grasping	C	>67% Pinch Grasp	>67% Whole Hand Grasp
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	O		
Hearing	C	100% Indoors	100% Outdoors
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.