



# LAKEHAVEN WATER AND SEWER DISTRICT Job Description

<b>POSITION TITLE</b> FIELD OPERATIONS CUSTODIAL MAINTENANCE PERSON (LEVEL 6)	
<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> 2019-02-07
<b>REPRESENTED BY:</b> IUOE	<b>REVIEW DATE:</b> 2020-03-11

**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 and building 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, reports, and makes recommendations for needed repairs beyond the scope of this classification, by creating work orders in CMMS.
- Demonstrates organizational skills and proper time management.
- Performs supply ordering and maintains cleaning supply inventory in accordance with policies.
- Obtains price comparisons for contract work.
- Coordinates schedules with outside services, if needed.
- Changes out incandescent and fluorescent lights/tubes, as required.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- As required, may assist employees of higher classification to perform project work involving painting, pouring concrete, replacing windows and signs, installing fences, plumbing, or other work.
- May perform job duties listed in the Field Operations Maintenance Person I job description under the direction of the Field Operations Manager, or designee.
- As assigned, assists with small plumbing repairs in District restroom and kitchen facilities.

### **EDUCATION AND EXPERIENCE:**

- High School diploma or GED supplemented by two (2) years of experience in a similar work situation OR any combination of education and experience, which demonstrates competency.

### **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.
- Demonstrated knowledge of cleaning methods and supplies.
- Demonstrated ability to follow written and oral instructions and perform work in accordance with safety procedures.
- Basic mechanical ability, knowledge, and skill in using hand tools, power tools, equipment, and materials used in facilities.
- Demonstrated ability to work effectively with other employees and supervisor.
- Ability to be on one's feet a majority of the work shift.
- Demonstrated ability to utilize a vacuum cleaner, buffer, carpet cleaner, and floor stripper.
- Ability to understand maintenance requirements of other facility/building systems.
- 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.
- Knowledgeable in and uses the District's CMMS program.

### **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.

- 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.