

CUSTODIAN

DEFINITION: Under immediate supervision, performs entry level custodial duties of routine difficulty at buildings, facilities and properties; work schedule includes working during the daytime, evening and weekends on occasion; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Performs daily cleaning and sanitization of all common areas used by employees and the general public, including but not limited to restrooms, doors entryways, windows, walls, light fixture covers, counters, mirrors, partitions, kitchens, offices, conference rooms, elevators, building furniture and equipment; sweeps, mops, dusts, vacuums, stripping and waxing floors; sanitation includes disposal and removal of trash in offices, restrooms and around facilities, uses chemicals in accordance with product specifications and Safety Data Sheets (SDS) to disinfect restrooms and public areas, wiping and cleaning furniture, countertops, access ways, door handles, windows, floors, carpet, linoleum, dry erase boards, water fountains, sinks and other facility areas.

Assists with moving or securing office furniture; perform basic preventative maintenance on buildings including but not limited to reporting or replacing bulbs, florescent lighting, sink faucets, installing toiletry dispensers and/or equipment, if unable to repair or replace reports to senior custodian; maintains awareness of personnel and secures facilities upon completion of daily cleaning; assists with snow removal in public walkways and entry ways, performs grounds keeping duties; maintains accurate cleaning and inventory record.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of custodial cleaning methods, practices and procedures.
Knowledge of occupational safety, health regulations and guidelines.
Knowledge of custodial equipment preventative maintenance and repair.
Knowledge of environmental protection regulations and guidelines.
Knowledge of utilization of custodial equipment and tools.
Skill in safely cleaning and disinfecting buildings and facilities.
Skill in utilizing health safety, environmental policies, practices, and procedures.
Skill in loading, storing, delivering, maintaining, and securing custodial supplies and equipment.
Skill in following verbal and written communication.
Skill in safely utilizing cleaning materials, chemicals and supplies
Skill in establishing and maintaining effective working relationships.
Ability to work with little or no supervision.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires long hours of exposure to loud noises, chemicals, toxic fumes, air/waterborne pathogens; custodial cleaning equipment during performance of cleaning buildings/facilities; there is frequent need to stand, stoop, walk, sit, climb step stools/ladders and lifting equipment, materials, cleaning supplies weighing up to 80 lbs.

MINIMUM QUALIFICATIONS:

- A high school diploma/GED.

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Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Possess personal transportation and valid vehicle insurance.
- Must pass a physical examination.

PREFERRED QUALIFICATIONS:

- One (1) year of work experience in custodial or building maintenance.
- Completion of a Workplace Hazardous Material Information Systems course.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; must obtain 10 -hour Asbestos Training, 10-hour OSHA General Industry Training, Fire Extinguisher Training and Cardiopulmonary Resuscitation (CPR)/First Aid Certification within six (6) months of date of hire; and must pass an annual physical examination.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo/English languages as a condition of employment.