



BRIGHAM CITY CORPORATION

Job Description

Title:	Building Custodian	Code:	525	
Division:	Facilities	Effective Date:	7/99	
Department:	Administration	Last Revised:	06/19	
<u>Full-time position including benefits</u>				
Grade:	38	FLSA Status:	Non-exempt	
Hiring Range:	\$13.67 - \$14.88 per hour (depending on qualifications)		CLOSES:	Once filled
OPENED:	October 5, 2020			

GENERAL PURPOSE

Performs a variety of **skilled and routine duties** as needed to maintain a clean, attractive operational city facilities, and environs.

SUPERVISION RECEIVED

Works under the general direction of the Building Maintenance Supervisor.

SUPERVISION EXERCISED

May provides general guidance and direction to part-time custodian(s).

ESSENTIAL FUNCTIONS

Performs tasks requiring the use of a variety of cleaning tools; cleans, maintains, and stores assigned tools and equipment; sweeps and mops floors; vacuums and shampoos carpets; strips and waxes floors and operates buffing machine. May be required to perform lead custodial duties.

Washes windows and polishes furniture; dusts woodwork, furniture, and other articles; cleans drinking fountains.

Gathers and disposes of refuse; cleans office waste receptacles; maintains and orders supplies.

Cleans and sanitizes restroom sinks and toilets; maintains supplies in restrooms as needed; sweep and maintain outside walkways and steps; assists in winter snow removal and deicing.

Arranges furniture for special meetings and functions; set up of tables and chairs for special events; secures building by ensuring doors and windows are properly locked.

May be required to assist departments citywide with ordering of custodial supplies.

Monitors activities of the public during regular business hours or special events to prevent vandalism and property abuse.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience
 - A. Graduation from high school or equivalent and/or sufficient education and training to demonstrate an ability or aptitude to perform above and related duties;
 - AND
 - B. One (1) year of experience performing above or related duties;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:
Some knowledge of cleaning methods and materials.

Skill in the use of a variety of cleaning tools, floor buffers, vacuums, and other tools common to building housekeeping.

Ability to perform manual cleaning and related labor and to work continuous hours while standing; understand and follow verbal and written instructions; read well enough to understand and follow instructions related to cleaning solutions; establish and maintain effective working relationships with fellow employees and supervisors.

3. Special Qualifications:
Must possess a valid state of Utah driver license.
Regular and reliable attendance.

4. Work Environment:
Incumbent of the position performs both indoor and outdoor physically demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, and reaching. Daily or regular exposure to acidic and caustic chemicals with small chance of injury. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. May be required to lift in excess of 50 pounds in normal course of job performance.

EMPLOYMENT APPLICATION PROCEDURES:

Register online with Utah Department of Workforce Services and submit a Brigham City Corporation application for employment regarding **Job Order# 2511963** and submit application to DWS, 138 W 990 S, Brigham City, UT 84302 or fax to 435-695-2660, Attn: Charisse Jeppsen or by email to cjeppsen@utah.gov. Registration and application available at website <https://jobs.utah.gov> for all qualified applicants.

NOTE: All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER