

POSITION DESCRIPTION

Position Title: RFCC Maintenance/Custodian
Department: Parks and Recreation
Division: Riverfront Community Center
Retirement: KPERS
FLSA: Non-Exempt
Date: December 21, 2023

GENERAL PURPOSE

Performs a variety of skilled and unskilled tasks in the custodial care and maintenance of Riverfront Community Center.

SUPERVISION RECEIVED

Works under the close supervision of the Maintenance Supervisor.

SUPERVISION EXERCISED

None generally. May supervise temporary employees or community service workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Responsible for general maintenance and janitorial duties which may include, but is not limited to: Changes light bulbs and florescent tubes; Dumps ash cans and garbage and relines cans with liners; Washes windows, walls, metal and woodwork; Picks up litter from around buildings and grounds; and Moves and sets up furniture, pictures, etc. as needed and assigned.
- Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.
- Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
- Responsible for the set-up of tables, chairs, etc. for daily events.
- Cleans rain gutters; sweeps roofs and sidewalks.
- Performs minor semi-skilled interior building maintenance and repairs.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
- Opens and closes, locks and unlocks facilities as needed. Performs building security checks and sets security alarm system.
- Keeps records of work completed.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- Other duties as assigned.

PERIPHERAL DUTIES

- Sets up and takes down athletic equipment, i.e., volleyball nets, scoreboards, etc.
- Requires work with heights and use of lifts and other equipment to reach high places.
- May help with Special Events and Activities.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- A. High school diploma or equivalent;
- B. Minimum six months custodial, building or equipment maintenance experience or any combination of experience and training which demonstrates the knowledge and experience to perform the work;
- C. Possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy; and
- D. Must be able to speak, read and write English.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of equipment, materials and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions.
- Skill in operation of listed tools and equipment.
- Ability to read and follow a room setup diagram.
- Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand and follow written and oral instructions; ability to establish effective working relationships.

SPECIAL REQUIREMENTS

- Must have, or be able to obtain within 60 days, First Aid and CPR certification.
- Ability to meet attendance requirements of position, which operates on nights and weekends.

TOOLS AND EQUIPMENT USED

Various janitorial/maintenance equipment and tools which may include, but is not limited to: Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, brooms, dusting equipment, power lift, and hand and power tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 55 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written/practical examination or other job-related tests, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date