

## **Nature of Work**

This position performs routine janitorial services inside buildings and on the grounds owned or operated by Spokane Transit. Position provides excellent customer service to internal and external customers.

## **Supervision Received**

Position receives direction from the Senior Facilities Maintenance Manager and receives immediate direction from the Facilities & Grounds Foreperson.

## **Supervision Exercised**

None.

## **Essential Functions**

- Vacuum and clean carpets, sweep and mop tile floors, strip, and wax floors.
- Clean and sanitize restrooms, wash basins, dispensers and chrome fittings, toilets, toilet seats, urinals, and partitions.
- Refill dispensers, towels, seat covers, tissue, hand soap from stock.
- Dust desks, chairs, and other office furniture.
- Clean interior and exterior windows and glass partition.
- Clean doors, door handles, door frames, thresholds kick plates.
- Clean walls and wall switches.
- Clean and sanitize telephones and sinks.
- Dust venetian blinds.
- Vacuum upholstered furniture.
- Gather wastepaper, empty recyclable bins and place for disposal.
- Reports any malfunctions to Facilities Forman, including but not limited to, electrical fixtures and/or power receptacles, leaky faucets and any other items that needs attention.
- Represent Spokane Transit in professional and positive light to the community.
- Provide excellent customer service to all customers both internally and externally.
- Display and practice STA's Core Values in the workplace.
- Must be punctual, reliable, and maintain regular attendance.
- Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.

## **Public Transit Agency Safety Plan**

- Follow safety rules and safe practices described in accident prevention program, safety standards and training you receive.
- Promptly report unsafe conditions or actions to your supervisor or safety committee representative or the Safety Officer using the Safety Hazard Report Form.
- Ask for assistance if their physical capacities, skills and/or knowledge are not adequate to complete the task safely.
- Report all injuries to your supervisor promptly regardless of how serious.
- Report all near-miss incidents to your supervisor promptly.
- Always use personal protective equipment (PPE) in good working condition where it is required.
- Do not remove or disengage any safety device or safeguard provided for employee protection.
- Encourage co-workers by your words and example to use safe work practices on the job.

- Safeguard and look out for co-workers.
- Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety and or eliminate hazards.

This job description no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties, and training as dictated by their Supervisor and/or Spokane Transit.

## Minimum Requirements

### Training & Experience

One Year of work experience in janitorial, or related custodial work; or experience which clearly demonstrates the applicant's ability to assume the duties and responsibilities of the position.

### Physical Requirements

The physical activity of the position requires the ability to climb, stoop kneel, crouch, reach, walk, push, pull, lift, grasp and talk. Exert up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects. Visual acuity to determine depth and field of vision. Repetitive motions of the wrists, hands and/or fingers.

## Selection Factors

- Knowledge of modern facility and grounds maintenance equipment and techniques.
- Knowledge in the care and use of cleaning equipment, i.e., vacuum cleaners, floor polishing machines, power sweepers and power scrubbers.
- Knowledge in the use of cleaning materials such as soaps, powders, wax strippers, polishes, and waxes.
- Ability to rapidly learn the activities and procedures related to the duties and responsibilities of the position and to establish and maintain good employee relations.
- Ability to work rotating shifts.
- Ability to drive vans, trucks and snowplows in a safe manner, and to learn the safe operation of a forklift.
- Ability to withstand extreme environmental conditions, i.e., heat, cold, dust, diesel smoke and pollen.
- Ability to read written instructions and write clearly.
- Ability to operate a two-way radio.
- Ability to maintain and safely operate various gas and electrical equipment such as, but not limited to, power mower, edger, sweeper, trimmer, shampoo machine, snow blower, and scrubber.

## Wage

Salary as provided for in the ATU 1015 collective bargaining agreement.

## AA/EEO Notice

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation, or veteran status.

## Acknowledgement

*I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.*



Position Description  
**Custodian**

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Employee Name Printed

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Employee Signature

Date