

10/19

**Blue Collar Description**  
**Grade 5**  
**Custodian**  
**998950**

MDT

**Working Procedures:** Cleans carpeted and tile floors to maintain appearances and safety of building using wet and dry mops, cleaning solutions, brooms and vacuums. Cleans windows, woodwork, furniture, toilets, sinks, and showers to maintain appearances, health and safety of facilities using a variety of cleaning and polishing solutions and disinfectants. Collects and removes garbage and litter from offices, conference rooms, materials lab, restrooms, etc. using a hand cart to insure readiness for pickup. Removes old finishes from floors using solutions and floor maintenance equipment. Applies new floor finish and buffs floors with buffing machines. Shampoos carpets using carpet cleaning machines and knowledge of proper technique and procedures for cleaning different kinds of carpet. Lower exterior flags nightly and fold properly for storage.

Requests repairs on equipment and facilities as needed. Orders cleaning supplies and paper products as needed and maintain records of supplies for periodic ordering.

Performs auditorium, commission room and conference room set ups per request, takes down and moves tables, chairs, and related equipment and furniture to prepare rooms for different uses.

Observes people using building after normal hours to assure that they are authorized to be in the building. Reports suspicious or troublesome people to supervisor.

Performs other duties as assigned.

**Tools and Equipment:** All basic hand tools and janitorial equipment needed for facility maintenance operations, and computers.

**Materials:** All cleaning supplies, chemicals and consumables required to effectively clean, maintain and sanitize facilities.

**Source of Supervision:** Facilities Reviewer Supervisor or designee.

**Working Conditions and Physical Demands:** Must be able to perform physical activity in lifting, carrying and/or operation of tools, equipment and materials (approximately 50 pounds), heavier loads may be handled by lifting equipment. May be required to perform emergency clean up when called out for flooding, broken pipes, etc.

**Education, Trade Knowledge and Experience:** Required to perform the duties of the position are six months experience as a custodian. Employees must have

understanding of cleaning equipment, supplies and chemicals used in janitorial operations. Must have working knowledge of Safety Data Sheets (SDS).

Must to be able to effectively communicate with facilities staff and other building personnel.

**Necessary Special Requirements:** A valid Montana Drivers' License is required. Must have a telephone or be reasonably accessible to work headquarters.

The above statement reflects the general detail considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent to that job.