



CITY OF BISHOP COMMUNITY SERVICES

Part-Time **Custodian / Facility Maintenance Worker** Salary Range: \$11.00 to \$13.00 per hour

DEFINITION

To perform a variety of custodial duties for the City of Bishop City Hall Complex.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Community Services Director and Park Supervisor.

EXAMPLE OF DUTIES

Duties listed below 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:

- Routine daily, weekly and ongoing cleaning and maintenance of City offices, restrooms, council chambers, conference rooms, auditorium and other public areas.
- Specific duties include dusting, sanitizing, mopping, vacuuming, washing, trash removal and other minor repairs of doors, floors, walls, ceiling, etc.
- Perform other related duties as assigned.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Ability to:

- Work independently in the absence of supervision.
- Establish and maintain effective working relationships with those contacted in the course of work.

Training:

- Equivalent to the completion of the twelfth grade.

Licenses:

- Possession of, or ability to obtain, an appropriate, valid California Driver's license.

TERMINOLOGY

Term	Description
Not Present	Activity or condition does not exist.
Rarely	Activity or condition exists up to one-sixth of the time.
Occasionally	Activity or condition exists up to one-third of the time.
Frequently	Activity or condition exists from one-third to two-thirds of the time.
Constantly	Activity or condition exists two-thirds or more of the time.
Required	Must be able to perform activity or perform subject to condition.

PHYSICAL DEMANDS

- **Standing – Constantly.** To maintain the entire body in erect posture without change in location, but often in conjunction with walking. The worker stands while doing all jobs and tasks except while actually operating motorized equipment.
- **Walking – Constantly.** Movement of the entire body for certain distances using a heel/toe gait. The worker walks while doing all jobs and tasks except while actually operating motorized equipment.
- **Sitting – Occasionally.** The ability to rest weight on buttocks and back of thighs while legs are bent at the knees. The worker sits while in or on vehicles, to and from jobs in trucks, plowing snow, operating the tractor or mower, and during normal breaks and lunch periods as applicable.
- **Driving – Occasionally.** Vehicles driven include trucks, mowers, ATV's. Vehicles are equipped with a standard transmission and surfaces traveled would include city streets and unpaved areas.
- **Lifting – Occasionally.** The exertion of physical strength necessary to move objects from one level to another and often used in conjunction with carrying. Although lifting is done on an occasional basis, it is estimated that 5 percent of all lifting is zero to 10 pounds, 50 percent of all lifting is 10 to 25 pounds, 30 percent is 25 to 50 pounds, 14 percent is 50 to 75 pounds and 1 percent is over 75 pounds. The heaviest item lifted is a bag of cement which weighs 94 pounds. There are a number of large pieces of equipment and tools that must be lifted. They are heavy and are very cumbersome and require twisting of the body. Lifting is required in awkward positions (e.g. pipe work in trenches and backflow vales for testing).
- **Shoveling – Occasionally.** Moving varied materials (e.g. earth, concrete, and asphalt concrete) with a shovel in trenches and above ground.
- **Carrying – Occasionally.** Used in conjunction with walking, and often with lifting, weight is either held or rested directly on hands, arms, shoulders and back. As with lifting, it is estimated that 5 percent of all lifting is zero to 10 pounds, 50 percent of all lifting is 10 to 25 pounds, 30 percent is 25 to 50 pounds, 14 percent is 50 to 75 pounds and 1 percent is over 75 pounds. There are a number of large pieces of equipment and tools that must be carried. They are heavy and are very cumbersome and require twisting of the body.
- **Pushing and Pulling – Rarely.** The exertion of force upon or against an object in order to move it away and/or draw or haul toward oneself. The worker uses pushing/pulling when loading landscape maintenance equipment, chalking machines, field drags, etc.

- **Bending – Occasionally.** The ability to flex the under-trunk forward with knees extended, standing with knees flexed or while sitting. The worker bends when doing shovel and pick work in numerous landscape maintenance duties.
- **Twisting at the Waist – Occasionally.** Rotation of the entire body to a change in direction. The worker twists at the waist when doing shovel and pick work.
- **Stooping – Occasionally.** Flexing the upper trunk forward at the waist while partially flexing the knees. The worker stoops while doing shovel and pick work and using hand tools including irrigation maintenance and repair, tennis court repair, trimming and planting.
- **Kneeling – Occasionally.** Positioning the body with one or both knees fully flexed and resting on a level surface. The worker kneels when completing job tasks involving irrigation repair and maintenance, tennis court repair, landscaping duties.
- **Crawling – Not Present.**
- **Climbing – Rarely.** Used to ascend and descend ladders, scaffolding, stairs, poles and/or inclined surfaces. The worker climbs ladders for building maintenance and repair, tree trimming, painting, roof maintenance.
- **Balancing – Not Present.**
- **Reaching Overhead – Constantly.** Positioning arms with any degree of elbow flexion in front of the body. The worker reaches in front while in all phases of this job.
- **Reaching below waist level – Frequently.** Positioning arms with extension of elbows below waist level. The worker reaches below waist level while doing shovel and pick work, operating equipment, turning valves, painting, and moving materials.
- **Handling – Required.** The worker will handle items which include shovels, brooms, picks, axes, hand tools, and machinery throughout the workday.
- **Fine finger and hand dexterity – Required.** Flexion and extension of the fingers with opposition of thumb. Fine finger and hand dexterity is utilized when doing paperwork.
- **Gross Hand and Finger Dexterity – Required.** Flexion and extension of fingers and with the opposition of the thumb while using the palm of the hand. The worker uses average gross hand and finger dexterity to use hand tools and machinery.
- **Hand and Wrist Movement – Required.** Average hand and wrist movement is used in all phases of this job.
- **Vision – Required.** The worker will use average visual acuity in order to complete all job tasks.
- **Hearing – Required.** The worker uses average hearing ability in order to communicate with others and be aware of his surroundings.
- **Speech – Required.** The worker uses average verbal communication skills to communicate with the public, other workers and for safety purposes.

ENVIRONMENTAL FACTORS

- **Unprotected Heights – Not Present.**

- **Being Around Moving Machinery – Frequently.** The worker performs job duties near moving machinery which includes all trucks and equipment.
- **Exposure to Dust Fumes, Smoke, Gases or Other Irritants – Occasionally.** The worker is exposed to shop dust, pool chemicals, cleaning chemicals and outdoor dust.
- **Driving Automotive Equipment – Occasionally.**
- **Exposure to Excessive Noises – Occasionally.** The worker is exposed to noises caused by heavy equipment and tools.
- **Exposure to Radiant or Electrical Energy – Occasionally.**
- **Exposure to Solvents, Grease or Oils – Occasionally.**
- **Exposure to Slippery or Uneven Walking Surfaces – Frequently.**
- **Working Below Ground – Occasionally.**
- **Unusual Fatigue Factors – Occasionally.**
- **Working with Explosives – Not Present.**
- **Excessive Vibration – Occasionally.** Using a jack hammer or heavy equipment.
- **Working with Hands in Water or Other Substances –** The worker will occasionally be required to complete tasks while one or both hands are submersed in water and sewage.
- **Working proximity – Frequently.** May work alone on emergency call out.
- **Working inside – Occasionally.**
- **Working outside – Frequently.**
- **Temperature –** The worker is subject to ambient weather conditions which include a height of 105 degrees and a low of -10 degrees Fahrenheit.

MISCELLANEOUS

- A. **Work Hours** – Normal hours allowed per week (Mondays through Fridays) are 20 and scheduled in the best interest of the department. Regular schedules are occasionally adjusted to include weekends and holidays or other hours to coincide with significant public of city facilities. Some overtime is required occasionally and emergency call outs may be required at any time.
- B. **Machinery Utilized** – Pickup trucks, flatbed trucks, riding lawnmowers, tractors, ATV's, large pumps, chemical pumps and feeders, athletic facility and public building electrical and mechanical systems.
- C. **Tools Utilized** – Portable power tools, weed trimmers, hedgers, mowers, compressors, grinders, drill press, hand tools, floor machine, misc. cleaning tools and chemicals.