



Classified Employee Position Description

SECTION 1. POSITION INFORMATION

a. Class No./Title: 4101 - Custodian	b. Competency Level:
c. Effective Date 7/1/2006	d. Position No: H99915
e. Working Title: Custodian	f. Work Unit: Facilities Services
g. Agency No.: 58018	h. Agency Name: Oregon Tech
i. Employee:	Supervisor: Mark Kasper
j. Work Location: Klamath Falls - Facilities Services/Purvine	
k. Position : Full Time Permanent Regular Hours	
l. FLSA: Non-Exempt	Eligible for Overtime: Yes

SECTION 2. PROGRAMMING INFORMATION

a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.

The Facilities Services is responsible for the operation, maintenance, repair, and construction of the OIT campus. The department supports the education of approximately 3,000 students and the activities of 400 faculty and staff. The Facilities Services department employs 36 full time workers and varying numbers of part time workers and student laborers. The Facilities Services is a service organization responsible for planning, construction, renovating, and maintaining college buildings and grounds. It operates the mechanical and electrical systems in such a manner as to support the college's teaching and community service goals while minimizing consumption of natural resources and providing other services to the college which ensure a clean, safe and healthy environment with effective use of economic and human resources.

b. Describe the purpose of this position and how it functions within this program by completing this statement:

SECTION 3. DUTIES

a. Major Duties

General Cleaning (70%)

Maintain a clean and orderly facility for residents, faculty, staff, and visitors. Custodian shall empty trash and recycling containers, replace liners, clean all horizontal surfaces, clean walls, clean interior doors, clean frames and glass, sanitize phones, clean drinking fountains, clean hand rails, clean doors, walls and ceiling vents, clean overhead pipes and venetian blinds, and complete tasks in other areas as assigned.

Vacuum all assigned floors, vacuum upholstered furniture, reposition furniture appropriately, spot clean carpets and furniture, burnish floors, clean cove base, turn out lights, secure completed rooms, clean air vents, and complete tasks in other areas as assigned.

Clean and sanitize all restroom fixtures and mirrors, refill dispensers, clean and sanitize restroom floors and shower rooms, and complete tasks in other areas as assigned.

Clean building entrances, clean exterior doors and glass, sweep and mop corridors, dust, sweep, and mop floors and stairways, clean elevators, spot clean carpets, and complete tasks in other areas as assigned.

Special Tasks (10%)

Responsible for accomplishing special tasks as necessary including cleaning outside entrances and stairs, cleaning equipment, carts, and custodial closets, changing lights, removing furniture and other items, cleaning erasers, vacuuming curtains, washing windows inside and outside, etc.

Deep Cleaning (10%)

Clean light fixtures and dust from ladders or by using extension handles; operate custodial equipment to perform floor maintenance including top scrubbing, stripping and applying sealers and finishers to hard floor surfaces; or cleaning carpets on an occasional basis as required.

Security (5%)

Secure assigned building by locking all rooms after cleaning and ensure all assigned buildings are locked as schedule.

Miscellaneous (5%)

Demonstrate accountability by maintaining open and clear communication with supervisor and co workers; document and report building needs for repair, security, appearances, and overall cleanliness; schedule cleaning activities to meet set priorities, team priorities, and building user request; maintain and clean equipment; and perform appropriate pre and post operational checks; order, measure, mix and use supplies and products responsibly, safely, and efficiently; perform all cleaning functions to meet established quality standards; observe proper safety precautions and procedures in all job functions.

b. Marginal Duties

Custodian is responsible for the training of any employment organization trainee assigned to work in their area. If in the event it becomes necessary, custodian is responsible to evacuate the building.

Performing other tasks as assigned: attending staff training as required, participating in staff meetings, assisting during emergencies.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.

Custodian may be required to assist in other buildings when other custodians are absent or help is needed in set ups and tear downs.

May have to help with nightly trash pick up and runs when regular custodians are absent.

Established working hours are 4:00 PM to 12:00 AM and established work week is Sunday through Thursday.

Subject to limited call back and overtime. Must be able to lift approximately fifty pounds. May be required to work from a ladder up to sixteen feet above the floor, but not twenty feet or more without approved fall protection training.

Employee must demonstrate an attitude toward customer satisfaction and continuous quality service improvement, the ability to work as part of a team and cooperate with others.

It will be necessary to walk outside to each of the assigned buildings at times in inclement weather conditions.

SECTION 5. GUIDELINES

a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.

Institutional safety policies will be followed. Training in use of MSDS and hazardous material handling provided. Ensure the work is performed safely for the student workers and custodians.

b. How are these guidelines used to perform the job?

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come into contact?

Who Contacted	How	Purpose	How Often
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SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.

Schedule and prioritize duties and student worker's duties. Decide when to notify the supervisor and/or campus safety if there is a problem.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Custodial supervisor will inspect buildings weekly to help custodian with any problems and to ensure the clientele is receiving the best possible service.

SECTION 9. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to the understanding of this position: