

COMMUNITY PARK DISTRICT OF LA GRANGE PARK

JOB DESCRIPTION

BUILDING CUSTODIAN

SUMMARY

The Building Custodian is a non-exempt full-time position that keeps the Recreation Center clean and orderly. It also includes some minor maintenance on building equipment. The position is frequently asked to perform tasks that require high physical effort and medium to heavy work lifting, including but not limited to frequently lifting 50 pounds during assigned tasks, and occasionally lifting up to 75 to 100 pounds.

QUALIFICATIONS

A high school diploma or GED is required. Candidates must have extensive knowledge of building maintenance. Previous experience in plumbing, electrical and carpentry is a plus. Candidates must have First Aid/CPR certification or ability to obtain within 3 months of hire.

IMMEDIATE SUPERVISOR

The position reports to the Building and Grounds Superintendent.

ESSENTIAL FUNCTIONS

- Perform routine daily building maintenance tasks including but not limited to removal of all trash and recycle bins often weighing 50 pounds and occasionally weighing up to 75 to 100 pounds, out of trash cans and into a dumpster; clean all glass and mirrors; vacuum all carpets and mats; check all paper towel, toilet paper and soap dispensers; dry and wet mop and sanitize all floors; and clean and sanitize all bathrooms, door handles, toilets, counters and sinks.
- Perform daily outdoor building maintenance tasks including but not limited to general clean-up of parking lot and around building; watering of trees, bushes and plants, trimming of trees and bushes, snow and ice removal using a snow blower, shovel and salt; and window cleaning as needed.
- Maintaining the furnace and air conditioning units; replacing filters; and maintenance on other building equipment as needed.
- Perform semi-annual general maintenance on floors and walls including but not limited to wax removal and application; cleaning and touch-up; and buffing of floors.
- Set up and take down for District programs, special events and rentals.
- Complete other tasks as assigned.

SECONDARY FUNCTIONS

- Acts as a District liaison to participants and user groups.

- Assists with Park District special events.

PHYSICAL DEMANDS, ENVIRONMENTAL REQUIREMENTS AND PROTECTIVE GEAR/CLOTHING

- Sitting, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Heavy work, lifting up to 50 pounds frequently without assistance and up to 75 pounds occasionally without assistance.
- General work area is outdoors, with frequent exposure to natural and potentially extreme weather conditions while performing job duties, including extreme heat and cold, snow, rain and ice weather conditions.
- Exposure to chemicals such as fertilizers, weed killers, pesticides, cleaning solutions, solvents, petroleum products, etc.
- Exposure to mud, dirt, dust and decaying organic material.
- A dress code is a must for perception and safety. Protective clothing and gear, depending on the particular job duty, includes but is not limited to:
 - Ear plugs or ear covers
 - Safety goggles, glasses or face shield
 - Steel-toed boots, OSHA approved
 - Protective gloves
 - Rubber boots
 - Hard hat
 - Painting and spraying respirator
 - Back brace
 - Knee pads
 - Protective suit or outerwear
 - Chain saw chaps
 - Microshield
 - Non-latex gloves

REQUIRED COMPETENCIES

- Capacity to safely operate a variety of maintenance equipment and machinery.
- Ability to clean, calibrate, make adjustments and perform routine maintenance on equipment.
- Ability to follow established Park District safety rules and guidelines.
- Ability to maintain positive and effective working relationships with fellow workers, patrons and the general public.

- Capacity to utilize effective time management skills to complete assigned work.
- Ability to follow through on projects from beginning to end without immediate supervision.
- Capacity to solve problems and make project-related decisions.
- Ability to follow directions and communicate in English both verbally and in writing and to read and understand materials printed in English.

REQUIRED KNOWLEDGE

- Good knowledge of building maintenance and associated tasks.
- Good knowledge of the hazards and safety of the work performed.
- Understanding of appropriate chemical disposal.

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Updated October 2016

Signature

Date