

JOB DESCRIPTION

# *JOB INFORMATION*

Title: Custodian

Classification: Operations I/Non-Exempt

Salary Range: Salary range and adjustments are determined on an annual basis by the Board of Park Commissioners

Benefits: Standard Benefits of the Bismarck Parks and Recreation District (BPRD) are provided

Supervisor(s): Facility Supervisor

# *JOB SUMMARY*

Perform a wide variety of janitorial and building maintenance duties at the BSC Aquatic and Wellness Center or any BPRD area as assigned.

Assist the Facility Supervisor to maintain and enforce policies, procedures, and guidelines within the BPRD as they relate to public relations, record keeping, personnel, purchasing, inventory control, promotion, budgeting, maintenance, safety, and operation.

# *JOB DUTIES AND TASKS*

*The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification.  They are not to be considered an exhaustive or all-inclusive listing of the position’s duties and tasks, as they may change or be adjusted, as situations require.*

*\* ESSENTIAL FUNCTIONS*

**\* Custodial Duties**

Daily upkeep of the BSC Aquatic and Wellness Center, including cleaning of locker rooms, rest rooms, public spaces, sidewalks, driveways, and all other areas of the building or other assigned areas.

Keep building sidewalks shoveled and free of dangerous conditions.

Make all necessary minor repairs and upkeep to the areas so they are safe, clean, and attractive.

Report any major damages and repairs to the Facility Supervisor so the situation can be rectified.

Comply with the local laws and procedures for the storage and disposal of trash, rubbish, and waste.

**\* Other Essential Duties**

Responsible to prepare and maintain personnel time records.

Follow all BPRD ordinances, policies, and procedures, including, but not limited to, the Human Resource Policy and Procedure Handbook, Accounting Manual, and risk management program as well as applicable federal and state laws.

Purchase only through the purchase order/One Card system and only after receiving permission from a supervisor.

Assist in maintaining, purchasing, and upkeep of equipment for assigned areas.

Prepare an inventory and list of materials, supplies, and equipment.

Assist in developing budgets, schedules, reports, and other duties requested by the Facilities Manager.

Work with staff to maximize facility efficiencies and improve facility appearance.

Efficiently adhere to risk management program including timely submission of incident/accident and safety concern reports, safety training, and inspections.

**Other Duties**

Develop and maintain a positive working relationship with other staff members, customers, and partners.

Represent the BPRD in a positive manner.

Other duties as assigned.

# *JOB SPECIFICATIONS*

Position requires completion of high school education/equivalent (GED) with a minimum of one-year experience in a position with similar responsibilities, a valid driver’s license, and ability to lift and carry objects up to 50 pounds alone or heavier lifting with other employees.

Preferred qualifications include an Associate’s degree or other post-secondary education related to the job description. Additional experience related to the job description, including building and grounds maintenance, operating light equipment and tools, irrigation systems, custodial work, and manual labor and/or certificates related to the job description including Certified Pool Operator, CPR, AEDs, or First Aid.

The knowledge and ability to do multiple tasks simultaneously and to perform and operate general custodial equipment and repairs; knowledge of custodial practices, building maintenance, janitorial supplies, and heating/cooling systems, small equipment operation, heating and boiler operations.

The ability to notice and react to circumstances that are not normal at the facilities, read, understand, and interpret labels on chemicals, reports, manuals and other oral or written instruction, take direction from assigned supervisor or person responsible for successful completion of task or other supervisors within the division, work independently, with co-workers, and the general public utilizing the facilities and to effectively communicate verbally and in writing.

Experience or training in performing equipment repair, maintenance of grounds, buildings, and facilities.

Capability to lift and carry objects up to 50 pounds alone or heavier lifting with other employees.

# *WORKING CONDITIONS*

Work is primarily indoors and requires working outdoors and under extreme conditions. Requires working with chemicals and manual laboring tasks. Position will require early morning hours. Employee is required to be on time and work 40 hours a week and overtime when needed. Evening, weekend, and holiday hours may be required, dependent on activities.

Updated October 2022

Employee Signature Date

Supervisor’s Signature Date

Manager’s Signature Date

Division Director’s Signature Date

Executive Director’s Signature Date