

BUILDING SERVICES WORKER

(LIBRARY CUSTODIAN)

(Classification code 2420)

KIND OF WORK:

Semi-skilled work involving general cleaning of library facilities as directed by a supervisor; and related work as required

EXAMPLES OF WORK:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this position.)

- Sweeps, dusts, and cleans library facilities including countertops and shelves.
- Maintains hard-surfaced and carpeted flooring.
- Emptying trash containers, and maintenance of custodial equipment.
- Cleans and stocks public and staff restrooms; cleans staff kitchen including sink, stove, refrigerator, kitchen, microwave and table.
- Vacuums entire building; cleans glass doors and windows; mops tiled areas.
- Collects and discards trash (interior and exterior); empties all interior trash bins
- Loads and unloads supplies, materials, and equipment.
- Operates vacuum cleaners and related cleaning equipment.
- Performs other tasks of a similar nature as assigned.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES:

(At time of appointment)

- Knowledge of current building cleaning and maintenance practices.
- Knowledge of safety standards and regulations pertaining to cleaning and maintenance of buildings and grounds.
- Ability to read and follow written and verbal instructions.
- Ability to operate such equipment as a vacuum cleaner.
- Ability to establish and maintain effective relationships with the public and other employees.
- Knowledge of cleaning methods, materials, and equipment.
- Skill in the operation of powered cleaning tools.
- Knowledge of cleaning methods, materials, and equipment.
- Skill in the use of standard cleaning tools, such as broom and mop.
- Ability to follow oral and written instructions.
- Skills in the use of standard cleaning tools (ex. Broom, mop, etc.)
- Ability to follow instructions orally and in writing.
- Skills in verbal communications.

MINIMUM QUALIFICATIONS:

One (1) year of full-time experience in custodial or maintenance work.

KIND OF EXAM:

A qualifying review of experience.

This is a non-competitive original entrance examination in accordance with Rule V, Section 8.1 (d) of the City Civil Service Rules.