

CITY OF  
**WINSTON**  
PUBLIC WORKS



201 NW Douglas Blvd  
Winston, OR 97496

Phone: 541-679-6114  
Fax: 541-679-0496

**CUSTODIAN / BUILDING MAINTENANCE**  
Full Time Position Thursday-Monday 7:30 AM – 4:00 PM

EDUCATION:

- \* High school diploma or equivalent

EXPERIENCE:

- \* Minimum 3 years of custodial work required – Knowledge of basic carpentry a plus

QUALIFICATIONS:

- \* Modern cleaning methods and use and care of cleaning materials and equipment
- \* Use cleaning materials and equipment with skill and efficiency, perform heavy physical labor
- \* Understand and carry out oral and written instructions
- \* Maintain cooperative relationships with fellow employees and the general public
- \* Understand the use and need for SDS
- \* Possess a valid Oregon driver's license
- \* At least 18 years of age, must pass pre-employment drug screening and back ground check

ESSENTIAL JOB FUNCTIONS – RESPONSIBILITIES:

- \* Sweeps, scrubs, waxes and polishes floors (concrete, linoleum, tile)
- \* Vacuums and shampoos rugs and carpets in offices and rooms
- \* Cleans and dusts walls, furniture, woodwork, lockers and other equipment
- \* Picks up papers and other discarded items on grounds, walks and entrances
- \* Washes, scrubs and disinfects restrooms, shower rooms
- \* Cleans and polishes metal work such as door panels and hand rails
- \* Empties and cleans waste containers
- \* Assists in moving or rearranging chairs, tables, furniture and other equipment
- \* Replaces light bulbs
- \* Maintains equipment used in the course of work
- \* Performs special custodial work upon request of staff members
- \* Makes minor maintenance repairs to equipment as needed
- \* Reports safety, sanitary, fire hazards and needed maintenance repairs to supervisor
- \* Complete cleaning and routine maintenance of buildings and grounds
- \* Raises and lowers flags
- \* Responds to biohazard incidents as required
- \* Removes graffiti as required

- \* May perform routine grounds keeping duties, light maintenance, painting and such other duties assumed or assigned within the usual scope of this employment
- \* Assures that buildings are secure at the end of shift if applicable

### PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties of the job.

- \* Regularly required, in an 8-hour day, to sit for 1-3 hours; stand/walk/move for 6-8 hours
- \* Lifting 50 pounds 35 pounds frequently, with occasional sitting and frequent standing/walking
- \* Frequently required to stand or walk (occasionally on an uneven surface) reach with hands and arms, stoop, bend or squat
- \* Regularly required to use ladders

### HOW TO APPLY:

Application can be picked up at: City Hall  
201 NW Douglas Blvd  
Winston, Oregon 97496

Phone # 541-679-6739

On Line [www.cityofwinston.org](http://www.cityofwinston.org)