

CITY OF
WINSTON
PUBLIC WORKS



245 SE Thompson
Winston, OR 97496

Phone: 541-679-6114
www.cityofwinston.org

CUSTODIAN
Full Time Position
Thurs - Mon 7:30-4:00

\$21.13 - \$25.23 Hourly Rate DOE
\$43,958.28 – \$52,488.49 Per Year

EDUCATION:

- * High school diploma or equivalent

EXPERIENCE:

- * Minimum 3 years of custodial work required – Knowledge of basic carpentry preferred

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 written and verbal instructions
- * Maintain cooperative relationships with fellow employees and the 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 background 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, walkways and entrances
- * Washes, scrubs, and disinfects restrooms, shower rooms
- * Cleans and polishes metal work such as door panels and handrails
- * Empties out and cleans trash receptacles
- * 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 needed
- * Place orders to keep supplies stocked
- * Feeding, watering, and cleaning dog kennels as needed
- * Removes graffiti as needed
- * 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
- * Operate washer and dryer and fold linens

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 often, 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	Public Works 245 SE Thompson Winston, Oregon 97496
	Phone - 541-679-6739	Office - 541-679-6114

Online <https://www.winstoncity.org>