



Code: 4223
Family: Facilities
Service: Operation and Construction
Group: Building Maintenance and Operation
Series: Custodial

CLASS TITLE: CUSTODIAL WORKER

CHARACTERISTICS OF THE CLASS

Under supervision, perform cleaning and custodial duties in the maintenance of the interior of city facilities and buildings including non-terminal facilities at Chicago Department of Aviation's O'Hare International Airport and the Department of Water Management's water purification plants; and performs related duties as required

ESSENTIAL DUTIES

- Cleans restrooms, disinfecting all restroom surfaces and fixtures using chemical solutions, mopping floors, cleaning toilets, removing trash and replenishing restroom supplies
- Cleans walls, inside of windows and other glass surfaces, partitions and doors in facilities using various cleaning solutions, wash towels, sponges and other cleaning products
- Uses appropriate tools such as scrub mops, hand sweepers, and mop buckets to clean non-carpeted floor areas such as lobbies, stairways and corridors; used heavy duty powered scrubbers and polishers to strip, wax and buff floors
- Operates vacuum cleaners and shampoo equipment and solvents to vacuum and chemically clean carpeted areas in office areas of facilities
- Removes litter, debris and fluids from building floors and vestibules in response to requests for clean ups during the course of the day
- Empties trash and recycling containers, replaces liners, discards trash in compactor and operates refuse compactors
- Wipes and cleans table tops, chairs and office furniture; wipes down stainless steel such as water fountains, kiosks and information booths; cleans public seating areas
- Cleans and disinfects hand rails on escalators and moving walkways

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Willingness and ability to perform the duties of the job

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- Interior of city facilities / buildings

EQUIPMENT

- Communication equipment (e.g., two-way radio, pager system)
- Custodial equipment (e.g. industrial scrubbers, polishers, mops, vacuum cleaners)

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 70 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to operate and use applicable cleaning equipment and materials

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Knowledge of:

- custodial and maintenance cleaning methods
- applicable safety practices and procedures
- proper use of cleaning/custodial equipment

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

Other Work Requirements

- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

City of Chicago
Department of Human Resources
February, 2013