

UTILITY CUSTODIAN

Summary Description:

Under supervision of the Distribution Manager and Plant Manager, performs interior and exterior maintenance, repair and cleaning of Utility facilities.

Principal Duties and Responsibilities:

Sweeps and mops floors and vacuums carpets in work areas and offices.

Dusts and polishes furniture in work areas, including chairs and counters.

Washes toilets, urinals, sinks, and other fixtures in bathrooms. Replaces and maintains supplies of paper towels, toilet tissue and soap dispensers.

Empties wastebaskets and disposes of trash.

Checks and replaces light bulbs and fluorescent tubes.

Maintains inventory of all cleaning supplies and necessary paper products.

Consults with supervisor on planning for seasonal tasks and keeps a calendar for those tasks.

Responsible for maintaining safe working conditions within the interior of the building and in the yard.

Washes windows, mirrors, and other glass surfaces.

Spot cleans carpeting as required.

Strips, waxes and polishes tile floors.

Cleans and maintains the kitchen area.

Moves office furniture and equipment as required.

Cleans and maintains locker rooms.

Performs such other and additional duties as may be required.

Job Specifications:

Knowledge of methods and practices of building maintenance, industrial and household chemicals and equipment.

Ability to work independently to accomplish routine duties and to plan periodical cleaning functions of building maintenance, including, but not limited to the ability to climb stairs and ladders, lift moderately heavy objects up to 50 lbs., etc.. Ability to read warning labels and instructions. Ability to follow written and verbal instructions unsupervised.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position.

License and Certification:

Possession of a valid Wisconsin motor vehicle operator's license and willingness to use own transportation in the course of performing required duties, evidence of personal liability insurance will be required. Loss of license is cause for demotion or termination.

Working Conditions:

Position requires work at multiple utility facilities.

Ability to work various shift sequences.