

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: CUSTODIAN SENIOR

Reports To: Designated Supervisor

UW Job Code: 7211

UW Job Family: 72 - Service/Maintenance/Support

SOC Code: 37-2011

FLSA: Non-exempt

Pay Grade: 14

Date: 12-1-17

JOB PURPOSE:

Under limited supervision, perform general cleaning and maintenance of University facilities according to established cleaning standards; provide project supervision and group leadership as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide project supervision and group leadership, as directed.
- Clean designated facilities including vacuuming, washing/scrubbing/stripping floors, windows, and walls, dusting, and general maintenance according to established standards.
- Clean and sanitize restrooms and shower areas; supply towels, soaps and the like as directed.
- Provide trash removal for assigned areas.
- Operate and clean manual and power maintenance equipment; may perform minor equipment repair.
- Perform special cleaning projects.
- Perform scheduled and emergency maintenance on designated facilities as required; set up equipment for events.
- Lock or unlock designated facilities, as directed.
- Gather information for work orders and give to supervisor.
- Some positions may seed, water, mow, fertilize assigned area and trim trees and hedges.

SUPPLEMENTAL FUNCTIONS:

- Keep walkways to designated buildings free of snow and debris.
- Assist supervisor in maintaining inventories, as directed.

COMPETENCIES:

- Adaptability
- Independence
- Initiative
- Individual Leadership
- Quality Orientation
- Service Orientation
- Work Standards

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic and general cleaning methods, techniques, materials and equipment.
- Basic and general maintenance methods, techniques, materials and equipment.
- Custodial practices, machinery, and related equipment.
- Project leadership.
- The occupational hazards and safety precautions of the trade.

Skills and Abilities to:

- Follow basic and routine verbal and written instructions.
- Understand and follow specific instructions and procedures.
- Read, understand, follow, and enforce safety procedures.
- Work as a team member and foster a cooperative work environment.
- Lead and train staff and/or students.
- Maintain effective supervisory relationships.
- Safely use hand and power tools applicable to the trade.
- Safely use cleaning equipment and supplies.
- Perform a variety of custodial and cleaning tasks.
- Lift and/or manipulate objects weighing up to 100 pounds regularly.

WORKING CONDITIONS:

Various in/outdoor environments; regular exposure to fumes, odors and noise; occasional exposure to mechanical, electrical or chemical hazards; occasionally work in confined or high spaces.

DISTINGUISHING FEATURES:

Custodian: Performs cleaning job tasks as assigned according to established standards under general supervision and is eligible to move to the classification of Facilities/Grounds Attendant II after one year with approval of the designated appointing authority.

Custodian II: Performs cleaning job tasks as assigned according to established standards under general supervision or provides moving services for campus and local community and performs moving and setup services for special events.

Custodian, Senior: Performs the work done by Facilities/Grounds Attendants under limited supervision and provides project or group leadership.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.