Submit resume and cover letter by March 4, 2019 to: Northern Water  
220 Water Avenue  
Berthoud, CO 80513  
careers@northernwater.org Preferred

Posted: February 25, 2019  
By: LB  
Removed:  
By:

Job Specifications

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<th>Custodian</th>
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| **Division/Department:** Facilities & Equipment Department  
**Reports To:** Facilities & Equipment Department Manager  
**Type of Position:**  
■ Full-time □ Part-time  
**Hours:** 40/week  3:00 PM to 11:30 PM Monday - Friday  
**Status:** □ Exempt  ■ Nonexempt |

**General Statement**

Under direct supervision of the Facilities & Equipment Department Manager performs primary custodial and general maintenance of Northern Water facilities at or above industry standards.

**Duties and Responsibilities**

- Monitors building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Services, cleans, and supplies restrooms.
- Gathers and empties trash.
- Cleans building floors by sweeping, mopping, scrubbing, or vacuuming.
- Follows procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mixes water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Strips, seals, finishes, and polishes floors.
- Notifies manager concerning the need for major repairs or additions to building operating systems.
- Requisitions supplies or equipment needed for cleaning and maintenance duties.
- Cleans windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Vacuums all upholstered furniture.
- Shovels snow and maintains sidewalks as needed.
- Cleans and performs routine maintenance on custodial equipment.
- Paints
• Cleans out refrigerators.
• Launders cleaning rags and dust mops.
• Sets up and tears down meeting room tables and chairs.
• Maintains documents and a file system for chemicals, Material Safety Data Sheets (MSDS), and equipment.
• Performs all other duties as assigned.

**Training, Experience and Education**

*Experience Required*

• Five years’ experience in janitorial or related work of a custodial nature.

*Education Required*

• High school diploma or equivalent.

**Knowledge, Skills, and Abilities**

*Knowledge*

• Computers and Windows operating system.
• Cleaning/chemical supplies and proper safety.

*Skills*

• Self-motivated, reliable, dependable, maintaining composure even in very difficult situations, being pleasant with others and displaying a good-natured, cooperative attitude, team player.
• Being open to change and considerable variety.
• Determining the kind of tools and equipment needed to do a job, careful about detail and through in completing work tasks.
• Managing one’s own time.
• Teaching, being understanding and helpful to others on the job.
• Managing multiple projects.

*Abilities*

• To listen to and understand information and ideas presented through spoken words and sentences.
• Ability to understand and demonstrate effective utilization of job-related information.
• To use all required safety equipment.
• To use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without giving our or fatiguing.
• To bend, stretch, twist, or reach with your body, arms, and/or legs.
• To exert maximum muscle force to lift, push, pull or carry objects.
• Ability to understand and demonstrate effective utilization of job-related information.
• Ability to drive a passenger vehicle to remote locations for custodial tasks or to pick up and deliver supplies.

**Physical Requirements**

• Labor intensive, frequently standing, walking, stooping, kneeling, crouching, and crawling.
• Occasional climbing or balancing on ladders or manlifts 20 to 45 feet above ground.
• Heavy exertion in excess of 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently.
• Physical demands are described as in excess of 20 lbs. of force constantly in order to move objects.
• Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

**Special Requirements**

• Must be at least 18 years of age.
• Must have current driver’s license.
• Will be trained and licensed as needed, specifically forklift and manlift certification.

**Other Requirements**

• Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water is an equal employment opportunity employer.