



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: CUSTODIAN – RECREATION PARK

DEPARTMENT: Parks and Planning

FLSA CLASSIFICATION: Full-time Non-exempt

POSITION FOCUS

Responsible for performing a variety of routine maintenance duties and repairs in the overall upkeep of the Recreation Park Complex, including the Community Building, Bathhouse, Multipurpose Room, Pool, and Outdoor Restroom

SUPERVISORY RELATIONSHIPS

- Accountable to the Custodial Supervisor
- May supervise the Seasonal Custodian, as directed

ESSENTIAL JOB DUTIES

- Maintains cleanliness of locker rooms, shower rooms, family changing rooms and restrooms (cleans toilets, sinks, mirrors, floor) and replenishes supplies, as needed
- Cleans and washes floors, walls and windows
- Sweeps, washes, maintains, strips and waxes floors, and vacuums and shampoos carpets
- Sets up equipment for daily building activities and moves furniture and equipment, as needed
- Removes pool vacuum from pools and diving well and cleans vacuum filters regularly
- Assists lifeguards with putting in and removing lane lines for aquatic programming, as needed
- Utilizes and maintains motorized custodial cleaning equipment including riding floor scrubber and walk-behind floor scrubber
- Performs basic horticulture at their location including, but not limited to, watering flowers and grass, and pulling weeds in flower beds
- Accepts deliveries and loads/unloads vehicles and trucks
- Empties wastebaskets and other trash
- Requests supplies from the Custodial Supervisor
- Performs monthly building inspections and either makes minor repairs or reports problems to the Facility Manager and the Custodial Supervisor
- Checks and replaces bulbs in the emergency lighting and exit lighting on a monthly basis
- Checks fire extinguishers on a monthly basis
- Stores supplies and equipment appropriately and maintains cleanliness of the storage areas
- Maintains cleanliness of the filter/boiler room
- Changes light bulbs and cleans fixtures
- Cleans up after bathroom and vomit accidents
- Shovels snow and applies salt to walkways and sidewalks around the building
- Submits daily reports of work performed
- Operates snow blowers and other small engine powered equipment
- Cleans work site when building repair projects are completed
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Additional functions as assigned which may be considered essential

SECONDARY JOB DUTIES

- Inspects grounds daily and cleans up park after a storm
- Cleans and paints pools
- Paints interior building surfaces and performs minor building repairs

- Performs pest control, as needed
- Submits reports to the Custodial Supervisor and Facility Manager as requested

REQUIRED KNOWLEDGE

- Strong knowledge of the standard practices of cleaning and custodial work
- Good knowledge of the use and care of cleaning equipment
- Basic knowledge of general building maintenance and repair
- Good knowledge and skills in the use and maintenance of small power tools and equipment
- Good knowledge of pertinent safety precautions

REQUIRED COMPETENCIES

- Ability to estimate project time and select and acquire the appropriate materials required for projects
- Ability to clean, make adjustments and perform routine maintenance on equipment
- Capacity to safely use and dispose of various chemicals
- Ability to maintain positive and effective working relationships with supervisors and coworkers
- Ability to work harmoniously with coworkers
- Ability to work around the general public and park patrons in public areas
- Capacity to utilize effective time management skills to complete assigned work
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers
- Ability to follow through on projects from beginning to end without immediate supervision
- Ability to plan, direct, schedule and train workers under their direction
- Capacity to lead crews, solve problems and make project-related decisions
- Ability to communicate effectively with fellow staff and the public both orally and in writing
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate in English verbally and in writing and to read and understand materials printed in English
- Capacity to perform basic mathematical computations including measuring, calculating and estimating
- Ability to measure with and read rulers and other measuring devices
- Ability to pass the Park District's Defensive Driving training, in order to drive to various Park District locations

EDUCATION, EXPERIENCE AND TRAINING

- High school graduate or G.E.D.
- Minimum of one to two years' experience in general custodial work
- Or, any equivalent combination of education, experience and training
- Valid Illinois Class "D" Driver's License
- CPR and AED Certification required within six months of employment

HOURS

- 40 hours a week, with work hours designated by the Director of Parks and Planning
- Overtime, night, weekend and holiday work hours, as required
- Nights or other modified shifts may be required
- Employee is considered to be on duty whenever the need exists

PHYSICAL DEMANDS AND ENVIRONMENTAL REQUIREMENTS

- Sitting, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions
- Heavy work, lifting up to 75 pounds frequently with assistance, 50 pounds frequently without assistance and up to 20 pounds without assistance constantly
- General work area is indoors. Work also provides exposure to natural and potentially extreme weather conditions while performing outdoor job duties

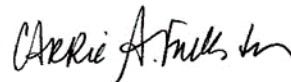
- Exposure to chemicals such as fertilizers, pesticides, cleaning solutions, solvents, petroleum products, etc.
- Exposure to mud, dirt, dust and decaying organic material
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
 - Ear plugs or ear covers
 - Safety goggles, glasses or face shield
 - Protective footwear, OSHA approved
 - Protective gloves
 - Rubber boots
 - Hard hat
 - Painting and spraying respirator
 - Back brace
 - Knee pads
 - Protective suit or outerwear
 - CPR barrier such as mask or mouthpiece
 - Non-latex gloves

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Board Approved – 6/24/84

Revision Approved – 4/26/88, 8/1/90, 8/5/04, 8/24/10, 11/1/13, 10/25/19, 7/12/21

Reviewed – 3/24/98, 2/5/01, 3/23/06, 9/10/08, 5/12/26



Executive Director