



Archdiocese of Omaha

Job Description



Custodial Engineer – Medium Duty

SOC Code: **37-2011.02**
Department: **Office of Facilities Management**
Reports To: **Facilities Supervisor**
Subordinates: **None**
Salary Range: **N-2**
Hours per Week: **30**
Scheduled Hours: **5:00 p.m. – 11:00 p.m.** (Monday – Friday)
Overtime Required: **Yes**
FLSA Status: **Non – Exempt (eligible for overtime pay)**
Last Update: **November 9, 2007**

Brief Overall Job Description

Under the direction of the Custodial Supervisor, Keep buildings in clean and orderly condition. Perform medium cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels and restaurants, in a clean and orderly manner.

Education, Certification, & Licensing Requirements

- High School Diploma
 - Valid Drivers License
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Essential Duties

- Monitor 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.
 - Service, clean, and supply restrooms.
 - Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
 - Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
 - Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
 - Notify supervisor concerning the need for major repairs or additions to building operating systems.
 - Requisition supplies and equipment needed for cleaning and maintenance duties.
 - Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
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Archdiocese of Omaha

Job Description



Essential Duties

- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, and other work areas so that health standards are met.
- Empty waste baskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.
- Dust and polish furniture and equipment.
- Hang draperies, and dust window blinds.
- All other duties as assigned by supervisor.

Knowledge

- **ENGLISH LANGUAGE** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **PUBLIC SAFETY and SECURITY** – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data, property, and institutions.
- **RELIGION** – Basic working knowledge of the mission of the Catholic Church.

Skills

- **ACTIVE LISTENING** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **COORDINATION** – Adjusting actions in relation to others actions.
- **EQUIPMENT MAINTENANCE** – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **EQUIPMENT SELECTION** – Determining the kind of tools and equipment needed to do a job.
- **INSTRUCTING** – Teaching others how to do something.
- **JUDGMENT and DECISION MAKING** – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **READING COMPREHENSION** – Understanding written sentences and paragraphs in work related documents.
- **SPEAKING** – Talking to others to convey information effectively.
- **TIME MANAGEMENT** – Managing one's time and the time of others.
- **WRITING** – Communicating effectively in writing as appropriate for the needs of the audience.



Archdiocese of Omaha

Job Description



Abilities

- **EXTENT FLEXIBILITY** – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- **MANUAL DEXTERITY** – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **NEAR VISION** – The ability to see details at close range (within a few feet of the observer).
- **ORAL COMPREHENSION** – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **ORAL EXPRESSION** – The ability to communicate information and ideas in speaking so others will understand.
- **STATIC STRENGTH** – The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **TRUNK STRENGTH** – The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- **WRITTEN COMPREHENSION** – The ability to read and understand information and ideas presented in writing.

Work Activities

- **CONTROLLING MACHINES and PROCESSES** – Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **COMMUNICATING with SUPERVISORS, PEERS, or SUBORDINATES** – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **ESTABLISHING and MAINTAINING INTERPERSONAL RELATIONSHIPS** – Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **GETTING INFORMATION** – Observing, receiving, and otherwise obtaining information from all relevant sources.
- **HANDLING and MOVING OBJECTS** – Using hands and arms in handling, positioning, and moving materials, and manipulating things.
- **IDENTIFYING OBJECTS, ACTIONS, and EVENTS** – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **INSPECTING EQUIPMENT, STRUCTURES, or MATERIAL** – Inspecting equipment, structures or materials to identify the cause of errors or other problems or defects.
- **MONITOR PROCESSES, MATERIALS, or SURROUNDINGS** – Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **OPERATING VEHICLES, MECHANIZED DEVICES, or EQUIPMENT** – Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as passenger vehicles.
- **ORGANIZING, PLANNING, and PRIORITIZING WORK** – Developing specific goals and plans to prioritize, organize, and accomplish your work.



Archdiocese of Omaha

Job Description



Work Activities (continued)

- **PERFORMING GENERAL PHYSICAL ACTIVITIES** – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be capable to operate a variety of motorized equipment. Must be capable of occasionally lifting twenty five – fifty pounds (25-50 lb.) during execution of duties. Requires mobility to complete errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, this position functions primarily on a job site. Manual labor is required. Employee may be potentially exposed to fuels, exhaust, chemicals and hazardous implements and equipment.