

POSITION DESCRIPTION

BOARDMAN TOWNSHIP PARK DISTRICT

CLASSIFICATION TITLE: CUSTODIAN

EMPLOYEE STATUS: Full-Time/Part-Time
REPORTS TO: Operations Supervisor and Executive Director
FAIR LABOR STANDARD ACT STATUS: Non-Exempt
EXEMPTION TYPE: N/A

OVERALL JOB OBJECTIVES

The Position performs the necessary janitorial/custodial cleaning procedures and maintenance tasks in order to provide clean and make presentable the indoor meeting rooms, St. James Meeting House, and restrooms for visitors to Boardman Township Park. The Position is also required to monitor the behavior of all Park Visitors in order to ensure that they are complying with the General Rules and Regulations of the Park District. The Position is also responsible to ensure that the property of the Park District is preserved and secured. All duties and responsibilities of an individual in the position of Custodian shall be performed in a manner that is congenial, assistive and diplomatic to all visitors to the Park District. The Position requires evening and weekend work. The Position must provide excellent customer service and perform duties in a manner in accordance with the Park District's adopted mission statement, which states: To provide a diversity of recreational opportunities in an environment that lends itself to pleasant family experiences and to preserve areas of natural habitat.

ESSENTIAL FUNCTIONS (PRIMARY DUTIES):

The following Work responsibilities are representative of the types and level of work for this Position, but do not necessarily describe any specific work assignment.

THE DUTIES LISTED BELOW ARE INTENDED ONLY AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK THAT MAY BE PERFORMED. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE POSITION IF THE WORK IS SIMILAR, RELATED OR A LOGICAL ASSIGNMENT TO THE POSITION.

The Position requires that all behaviors comply with the policies and rules found in the Park District Employee Handbook and all other policies of the Park District.

Generally, the Position is required to maintain buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk and removing litter from adjacent lawn and parking lots.

- 1) To clean and maintain the interior of all the indoor facilities as delineated in the OVERALL OBJECTIVES of the Park District. The duties and responsibilities necessary in order to properly clean and maintain the interior and exterior of Park District indoor facilities may include, but shall not be limited to the following:
 - Clean building floors by sweeping, dusting, mopping, scrubbing, or vacuuming them.
 - Gather and empty trash containers.

Boardman Township Park District
Position Description - Custodian

- Service, disinfect, clean, and supply restrooms.
 - Clean and polish furniture and fixtures.
 - Clean windows, glass partitions, and mirrors, using glass cleaners or other related cleaners, sponges, and squeegees.
 - Dust furniture, walls, machines, and equipment.
 - Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
 - Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
 - Steam-clean or shampoo carpets.
 - Strip, seal, finish, and polish floors.
 - Drive and operate vehicles required to perform cleaning work or travel to the facilities, including utility vehicles, trucks, vacuum cleaners, floor polishing and scrubbing machines.
 - Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
 - 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.
 - Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
 - Notify supervisors concerning the need for major repairs or additions to building operating systems.
 - Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow-melting chemicals.
 - Requisition supplies and equipment needed for cleaning and maintenance duties.
 - Set up, arrange, and remove decorations, tables, chairs, ladders and other paraphernalia in order to prepare the facilities for Reservation Holders, e.g. banquets, graduation parties, family gatherings, business meetings, Park Programs and Special Events.
 - Spray insecticides and fumigants to prevent insect and rodent infestation pursuant to all local, state and federal laws.
- 2) To prepare, monitor and secure the Park Indoor Facilities for use by Reservation Holders. The duties and responsibilities necessary in order to prepare a Park District Indoor Facility for use by a Reservation Holder, as well as securing the Facility after the Reservation Holder has vacated the Facility may include, but shall not be limited to the following tasks: (This duty and responsibility acknowledges that the Facility is clean pursuant to the first bulleted item)
- The check in procedure for a reservation holder shall include an acknowledgement of their receipt; a welcome to the park; a familiarization with the facility and the grounds, i.e. location of the public restrooms, parking lots, children's playgrounds; and a review of the Rules and Regulation of the Park District. This includes collecting money for Facility and placing it in the Park Office.
 - Periodic checking with Reservations in order to monitor the behavior of those in attendance, as well as to ensure that all aspects of the Facility are functioning properly, i.e. electrical systems, fireplaces, and charcoal grills.

Boardman Township Park District
Position Description - Custodian

- Inspection of the Facility during the departure of the Reservation Holder and guests noting and indicating to the Reservation Holder any damages and/or excessive wear and tear. If the aforementioned conditions are discovered, then inform the reservation holder that a report will be filed and Park District Management will contact them. (Be diplomatic, but also remember that you have a responsibility to protect the property of the Park District)
 - Secure the Facility; make sure all of the trash and garbage is placed in the proper containers and that all fires are extinguished.
- 3) The Position of Custodian is to patrol and monitor the grounds and facilities of the Park District, in the absence of a Caretaker or in other circumstances as needed/necessary. The duties and responsibilities necessary in order to ensure that the behavior of all visitors is pursuant to the General Rules and Regulations and that the property of the Park District is preserved and secured may include, but shall not be limited to the following tasks:
- Periodically, patrol the grounds of the Park District including the Hike and Bike Trail, Kid's Town Creative Playground, Tot's Town playground, Master's Playground and the Historical Village. The task should be performed in a manner that creates a visible presence for all visitors to Boardman Park.
 - Periodically, visit and inspect all unoccupied buildings of the Park District. The visit shall include the inspection of the following:
 - Doors and windows properly secured
 - Mechanical and electrical systems are properly set and functioning
 - Designated night lights are on
 - Periodic checks of the public restrooms in order to maintain the integrity of the facility shall include the following tasks:
 - Replenish toilet tissue and liquid hand soap if necessary
 - Manage and clean up any emergency situation or extraordinary unsanitary condition
 - Notify the custodian on duty if additional maintenance is necessary
 - Litter and twig collection in any designated area within the park.

The frequency of patrols and visits of the facilities will be determined on a daily basis, i.e. the number of pavilion reservations and high concentrations of visitors in specific areas of the Park, but it must be emphasized that a diligent effort is expected in maintaining a visible presence throughout the grounds of the Park District.

- 4) To provide information and assistance to visitors of the Park. The duties and responsibilities necessary in order to provide information and assistance to those visitors requesting or requiring information and/or assistance may include, but shall not be limited to the following tasks:
- Directing and locating facilities, i.e. restrooms, playgrounds, parking lots, etc.
 - Providing brochures and flyers relevant to facilities and upcoming events.
 - To call family or automotive repair or towing companies for those visitors who are experiencing car problems.
 - **To call 911 in an emergency situation. If an injury occurs or someone loses consciousness, call 911 and keep the person or people comfortable.**
- 5) To close and secure the main entrance gates to the Park District. This duty may include, but shall not be limited to the following tasks: (This duty and responsibility acknowledges that the grounds and facilities of the Park District are secured pursuant to item #3) Pursuant to the General Rules and Regulations of the Park District, the Park closes from dark until 7:00 A.M. No person, except persons and their guests holding permits for the use of the Park District meeting rooms and open-air pavilions, or participants in Park District activities and Park District employees on duty shall remain on Park District lands during these hours.
- Park gates shall be open if there are reservations.

Boardman Township Park District
Position Description - Custodian

- The U.S. Route 224 gate shall be locked after 10:00 pm if there are reservations in the buildings and/or open-air pavilions. Reservation holders shall use the Southern Boulevard Exit when leaving the Park.
 - The procedure for closing the Park gates should be performed in the following sequence.
 - First- Close the gates at Route 224 no earlier than 10:00 pm when no reservations exist or at 11:00 pm after reservation holders exit the park.
 - Second- Patrol the park to ensure that all visitors and vehicles have vacated the park grounds
 - Third- Close the gates at Southern Boulevard (Dummy Lock Gate)
 - Fourth- Park and Secure the Park District pickup truck or utility vehicle
 - Fifth- Clock out and proceed to leave the Park via the Southern Boulevard Gate
 - Disabled and/or unaccounted for vehicles remaining in the Park overnight should be reported to the Boardman Township dispatcher and the appropriate notice placed the windshield of said vehicle.
- 6) Enforcing the General Rules and Regulations of the Park District. The enforcement procedure for individuals or groups violating said rules and regulations shall be as follows:
- Diplomatically inform individual(s) that a rule and regulation of the Park District has been violated.
 - Produce, if necessary, a copy of the General Rules and Regulations of the Park District, noting the rule and regulation that has been violated.
 - If the subsequent behavior of the individual(s) is modified in order to comply with the rule and regulation and a cooperative attitude is expressed, then most appreciatively thank the individual for the acknowledgement of the rule and regulation.
 - If the behavior of the individual(s) is noncompliant, then inform said individual(s) the Boardman Township Police Department will be notified and will assist in the enforcement of the violation. If the individual(s) still exhibits noncompliant behavior, proceed to call the Boardman Township Police Department via the phone.
 - If the individual(s) demonstrates aggressive behavior and/or makes threats, **DO NOT** attempt to apprehend and/or communicate with the individual(s) any further. Immediately call the police via the park phone.
- 7) Incidents and Accident Reporting
- Incidents are an occurrence or event that interrupts normal procedure or precipitates a crisis.
 - Accidents are either to vehicles, park structures or property, or may involve personal injury to either park visitors or park employees.
 - Incident/Accident Reports should be filled out in detail once the situation is under control. Following is a brief description on how Custodian should fill out the incident/accident reports.
 - Fill out all pertinent information on the form, which is located in the maintenance building and also in the operations office.
- 8) To assist the administration and staff in preparing and presenting for special events and programs. The duties and responsibilities may include, but shall not be limited to the following:
- Relocating tables, chairs and other furnishings within a facility and/or to another facility.
 - Placement and removal of signs, barricades and other items necessary to facilitate the event.
 - Directing of parking of automobiles during the event.
- 9) To complete the Custodian's report for each shift on duty.
- 10) Clean equipment as assigned by supervisor.

Boardman Township Park District
Position Description - Custodian

- 11) The Position shall complete all necessary and required records, reports and forms.
- 12) This individual will need to make proper decisions based upon the technical specifications set forth for the use of the equipment of the Park District.
- 13) The Position shall perform all other duties as assigned.

SECONDARY FUNCTIONS (SEASONAL FUNCTIONS):

1. Assist Caretakers with Back-To Back Reservations if necessary.
2. Assist the Groundskeepers with their duties to include but not limited to flowerbed/landscape bed maintenance, trim mowing, sweeping of walks and drives, snow removal, painting of facilities and buildings of the Park District.
3. Trash And Litter Functions
 - Saturdays & Sundays- Remove trash bags from all full trash cans. If the can does not have a trash bag either remove trash by hand into a trash bag or transfer said can to a designated area next to the dumpsters. (It may be necessary to employ the help of the Caretaker) Place a different can in its place.

The Position shall provide support to assist other Staff in the completion of their duties and responsibilities; provide training and direction as needed and directed by supervisor.

SUPERVISES:

No one, unless instructed to do so by an authorized supervisor.

WORKING CONDITIONS/PHYSICAL DEMANDS:

The Physical Demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this Position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position will be subjected to adverse working conditions, exposure to noise, dust, heat, or other disagreeable elements, with one (1) continuously present or with several other elements present.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations.
- Reading.
- Communicating with others.
- Operating assigned equipment according to safety standards.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include:

- Perform manual labor for extended periods of time under unfavorable and/or extreme weather conditions.
- Walking, standing, or sitting for extended periods of time.
- The employee must frequently lift and move up to 50 pounds and occasionally lift and move objects weighing up to 100 pounds.
- Vision abilities required by this position include close vision and the ability to focus.

Boardman Township Park District
Position Description - Custodian

- Exposure to dust, fumes, loud noises typically encountered in the operation of equipment while maintaining and improving the grounds and facilities of a park, and in the operation of a yard waste compost site.
- Stooping, crouching, twisting, squatting, or kneeling to perform the duties delineated herein.

REQUIRED LEVEL OF KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Park District policies and procedures; all applicable safety procedures, general and accepted methods and practices for the safe and efficient operation of equipment.
- Principles and practices of janitorial/custodial work and minor building maintenance.
- Considerable knowledge of equipment, materials and supplies used in the janitorial/custodial maintenance of facilities/buildings.
- Traffic laws, ordinances, blue stake requirements, and rules involved in equipment operation.

Ability to:

- Develop and maintain effective working relationships with associates, supervisors, park visitors, and general public; communicate effectively in oral form; read and write; understand, follow, and carry out written and oral instructions; cooperate with co-workers on group projects; perform manual labor tasks for extended periods of time under possible adverse conditions such as heat, dust, rain, mud, etc.
- Operate the trucks and equipment assigned to this position in a skillful and safe manner and according to traffic laws and regulations.
- Attach and disconnect equipment attachments.
- Observe and monitor objects to determine compliance with prescribed operating and safety standards.
- Make fine, highly controlled muscular movements to adjust the position of control mechanisms.
- Coordinate the movement of more than one limb simultaneously, such as operating a clutch and accelerator.
- Bend or stoop repeatedly over time.
- Travel over rough, uneven, or rocky surfaces.
- Move objects between 50 and 100 pounds short distances (20 feet or less).
- To perform manual labor for extended periods of time.
- To operate hand and power tools used in assignment.
- To train and supervise other employees if required.
- Work safely without presenting a direct threat to self or others.
- To assess and prioritize multiple tasks and demands.
- To work within deadlines to complete projects and assignments.
- To identify and recommend solutions to problems.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including but not limited to: pick-up trucks, utility vehicles, turf mowing equipment, janitorial equipment, floor buffers and scrubbing machines, and other similar equipment and machinery; and Power and hand tools.

LICENSURE OR CERTIFICATION REQUIREMENTS

- Must possess a valid Ohio Driver's License.
- Upon employment with the Park District, the Position may require an Ohio Pesticide/Herbicide Applicator's License.
- Upon employment with the Park District, the Position will require CPR and AED training and certification.

Boardman Township Park District
Position Description - Custodian

DESIRED MINIMUM QUALIFICATIONS:

Education: High School diploma or GED equivalent.

Experience:

Minimum – two (2) years experience in janitorial/custodial work and grounds and facility maintenance; and any appropriate combination of education, training, course work and work experience that demonstrates the required knowledge, skills and abilities as stated above. Ability to document identity and employment eligibility.

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand and will perform to the best of my ability, the job duties and requirements specified in this Position Description; and I further understand and agree to perform all duties and tasks in an efficient and professional competent manner.

This Position Description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this Position who will be required to follow other instructions and perform any duties required by the employee’s supervisor, the Executive Director of the Park District, or designate.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the Boardman Township Park District or myself. Furthermore, I understand that no management official other than the Board of Park Commissioners has the authority to enter into any agreement or contract for employment contrary to the foregoing, or make any oral assurance or promise of continued employment.

PRINT EMPLOYEE’S NAME

SIGNATURE OF EMPLOYEE

DATE

MANAGEMENT APPROVAL

PRINT EXECUTIVE DIRECTOR’S NAME

SIGNATURE EXECUTIVE DIRECTOR

DATE