



## JOB DESCRIPTION

### Springbrook Nature Center Custodian (PT) City of Fridley, Minnesota

<b>Date:</b>	August 3, 2018		
<b>Position Title:</b>	Springbrook Nature Center Custodian		
<b>Department/Division:</b>	Recreation/Nature Center		
<b>Grade:</b>	A	<b>Hourly Wage Range:</b>	\$15.88-\$20.27 per hour
<b>FLSA Status:</b>	Non-exempt (Hourly)		
<b>Position Reports And Is Accountable To:</b>	Nature Center Director		

#### **ORGANIZATIONAL MISSION:**

In 2014, the Fridley City Council adopted the following organizational mission: “We believe Fridley to be a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

#### **POSITION OBJECTIVE:**

To clean and perform daily maintenance, repairs and custodial services at the Springbrook Nature Center facility as well as outdoors on the park's grounds and trail system.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Responsible for performing daily maintenance throughout the interpretive center building and maintenance garage, including (75% of position):
  - a. Washing, cleaning, and dusting windows, walls, woodwork, toilets, washroom, fixtures, and exhibits.
  - b. Regularly vacuuming, mopping and cleaning floors along with periodically cleaning carpets, etc. Use auto-scrubber machine to maintain concrete and tile floors.
  - c. Disposing of trash and recycling.
  - d. Setting up and tearing down tables, chairs, tools and equipment for events and returning them to proper storage areas and keeping areas maintained and orderly.
  - e. Painting as assigned.
2. Responsible for performing equipment and fixture maintenance and minor repairs, including:
  - a. Replacing HVAC filters.
  - b. Maintaining and repairing tables, doors, chairs, cabinets, etc.
  - c. Performing simple repairs to tools, electric saws, drills, mowers, weed cutters, etc.
  - d. Performing simple repairs to the building, i.e. plaster, doors, windows, etc.

3. Responsible for outdoor site maintenance, including:
  - a. Maintaining public entrance, walkways, and trails free of ice and snow in winter.
  - b. Mowing, trimming and maintaining landscapes and grounds on a limited basis.
  - c. Limited repairs and basic construction of fixtures, such as park benches, boardwalks, bridges, fences, overlooks, etc.
  - d. Removing small downed trees, branches, other trail hazards, etc.
  - e. Removing and repairing items destroyed by vandalism on a limited basis.
4. Read and follow verbal instructions and written procedures, such as operating manuals, department procedures, computerized monitors, and safety guidelines for mechanical equipment and tools.
5. Establish and perform regular inspection schedules and document repairs, as required.
6. Safely operate various motorized and non-motorized equipment and tools.
7. Plan, establish regular maintenance schedules and perform duties on-time, as required.
8. Report maintenance problems, safety hazards, and customer ~~complaints~~ feedback to supervisor.
9. Purchase maintenance supplies within established procedures and budget.
10. Maintains a safe and orderly working environment throughout the grounds and facility.
11. Responsible for occasionally supervising volunteers in accomplishing maintenance tasks.
12. Provide exceptional customer service, conveying a friendly, polite, positive demeanor toward residents, customers, staff, volunteers and/or other agencies.
13. Refer customers with questions and complaints to supervisors or appropriate personnel.
14. Wear required uniforms and personal protective equipment as assigned and as directed.
15. Participate in meetings and training sessions as directed.
16. Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of maintenance functions and repairs.
2. Knowledge of using a variety of tools, equipment and materials used.
3. Knowledge of general safety procedures, OSHA, etc.
4. Ability to read written instructions such as operating manuals and instructions for mechanical equipment.
5. Ability to verbally communicate effectively with co-workers, supervisors, and the general public to relay information, report concerns, and to provide directions.
6. Ability to establish and maintain effective working relationships and deal tactfully with internal and external customers, co-workers, volunteers and partnering agencies, etc.
7. Ability to perform basic mathematical computations, including addition, subtraction, multiplication, division, fractions, etc.
8. Ability to work independently with little or no supervision.

### **MINIMUM QUALIFICATIONS:**

1. Must be at least eighteen (18) years of age.
2. High school graduate or GED equivalent.
3. Possess a valid driver's license, with good driving history and no restrictions.
4. One year formal employment experience with building custodial activities, basic repairs and maintenance of fixtures, equipment and tools.
5. Final candidates must satisfactorily complete a thorough criminal background and reference check process.

### **DESIREABLE QUALIFICATIONS:**

1. Previous experience with outdoor grounds maintenance and operating related equipment.

### **WORK ENVIRONMENT:**

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of Springbrook Nature Center Custodian. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

**WORK SCHEDULE:**

Typical schedule is flexible and expected to work 20 hours per week, Sunday through Thursday, primarily during early morning or evening hours. Additional hours may occasionally be required for special events. Most of the work should occur outside of the nature center's open hours of 9 am to 5 pm.

**COMPENSATION AND BENEFITS:**

Starting rate of pay \$15.88 per hour depending on qualifications. Benefits include: workers' compensation insurance, reemployment insurance, employer's share of payments to Social Security, Medicare, and Public Employees Retirement Association (PERA), if eligible.

**APPLICATION PROCEDURE:**

Visit our website at: [www.fridleymn.gov](http://www.fridleymn.gov) or contact City of Fridley, 6431 University Avenue N.E., Fridley, MN 55432 or call (763) 572-3504. Download, complete and submit City of Fridley Employment Application. All application materials must be received in the Human Resources Office by 4:00 p.m. Monday, August 27, 2018. The City of Fridley performs criminal background checks on final candidates.

**August 2018**

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, creed, color, religion, national origin, sex, disability, age, marital status, sexual orientation, participation in local commission, or status with regard to public assistance.

# Fridley Job Activity Requirements

## Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

**Job Title:** Springbrook Nature Center Custodian

**Department/Division:** Natural Resources

**Brief Description of the Job Performed:** To clean and make repairs at Springbrook Nature Center on a regular basis under minimal supervision.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics		X			Works with Others			X		Sitting		X		
Reading	X				Works Alone		X			Standing			X	
Writing	X				Customer Contact	X				Walking			X	
Reasoning			X		Shift Work					Running			X	
Problem Solving		X			Extended Day	X				Lifting			X	
Attentiveness				X	Extreme Hot			X		Pushing/Pulling			X	
Work Supervision		X			Extreme Cold					Carrying				X
Guidance Available			X		Extreme Noise		X			Bending at Waist		X		
Autonomy		X			Confined Area	X				Climbing			X	
Social Interaction	X				High Places		X			Repetitive hand motion		X		
Supervising Other Employees					Work Indoors		X			Twisting upper Body		X		
					Work Outdoors			X		Reaching		X		
					Mechanical Hazards			X		Kneeling			X	
					Electrical Hazards	X				Driving	X			
					Explosive Material					Crouching	X			
					Chemicals (OSHA Def).		X			Crawling			X	
					Fumes					Use arm muscles over extended periods		X		
					Gases					Use leg muscles over extended periods		X		
					Other					Over shoulder height work	X			
										Stationary desk or bench work with neck bent forward				X
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment				

**Demand Codes:**

Blank = Not Applicable or Not Present

V = Very Infrequent, 1 to 2 times a week

O = Occasional, up to 1/3 of time

F = Frequent, 1/3 to 2/3 of time

C = Constant, more than 2/3 of time

**The number to times the following weights are *lifted*.**

<b>Weights Lifted in pounds</b>	<b>Times per day</b>	<b>Objects Lifted</b>	<b>From what heights to what height in ft.</b>
0 - 10	1 to 20	Hand held tools, maintenance supplies, repair parts	0 to 3 feet
11 - 24	1 to 20	Hand held tools, maintenance supplies, repair parts	0 to 3 feet
25 - 34	1 to 50	Hand held tools, maintenance supplies, repair parts	1 to 4 feet
35 - 50	1 to 10	Hand held tools, maintenance supplies, repair parts	0 to 32 inches
51 - 74	1 to 10	Hand held tools, maintenance supplies, repair parts	0 to 32 inches
75 - 100	1 to 5	Hand held tools, maintenance supplies, repair parts	0 to 36 inches
100 - 150	1 to 5	Hand held tools, maintenance supplies, repair parts	0 to 36 inches

**The number of times the following weights are *carried*.**

<b>Weights Carried in pounds</b>	<b>Times per day</b>	<b>Objects Carried</b>	<b>Distanced Carried in ft.</b>
0 - 10	1 to 20	Hand held tools, maintenance equipment, supplies, repair parts	1 to 100 feet
11 - 24	1 to 20	Hand held tools, maintenance equipment, supplies, repair parts	1 to 100 feet
25 - 34	1 to 50	Hand held tools, maintenance equipment, supplies, repair parts	1 to 30 feet
35 - 50	1 to 10	Hand held tools, maintenance equipment, supplies, repair parts	1 to 30 feet
51 - 74	1 to 10	Hand held tools, maintenance equipment, supplies, repair parts	1 to 10 feet
75 - 100	1 to 5	Hand held tools, maintenance equipment, supplies, repair parts	3 to 20 feet
100 - 150	1 to 5	Hand held tools, maintenance equipment, supplies, repair parts	3 to 20 feet
		Hand held tools, maintenance equipment, supplies, repair parts	3 to 20 feet