



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
August 31, 2023

Agency: Department of Administrative Services

Facility: Enterprise Asset Management

☐ New ☐ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Custodian</u>		b. Classification	
c. Effective Date:		d. Position No:	
e. Working Title: <u>Custodian</u>		f. Agency No:	
g. Section Title: <u>Operations</u>		h. Budget Auth No:	
i. Employee Name:		j. Repr. Code:	
k. Work Location (City – County): <u>Portland / Multnomah County</u>			
l. Supervisor Name: <u>Tina Stokes-Gehring</u>			
m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share			
n. FLSA: ☐ Exempt ☒ Non-Exempt	If Exempt: ☐ Executive ☐ Professional ☐ Administrative	o. Eligible for Overtime: ☒ Yes ☐ No	

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Administrative Services (DAS) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

As part of a team, this position provides safe, clean and sanitary building environments in DAS owned and operated buildings in the Portland area using environmentally friendly products as well as 24/7 emergency services. Provide a safe, comfortable, efficient building environment for state employees and public.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
85 %	NC	E	<u>STANDARD CUSTODIAL SERVICES</u> <u>FLOORS:</u> Sweep, mop, vacuum, and detail vacuum hard and carpeted floors. Spot clean carpets and floors as needed. <u>RESTROOMS:</u> Clean, sanitize, disinfect according to established restroom cleaning protocols. Includes but not limited to wiping down partition panels between stalls, using disinfectant on door handles and other touch points, restocking toilet paper, paper towels, seat covers, feminine bag liners and soap daily or as needed. Empty trash containers. <u>BREAKROOMS/KITCHENS:</u> Clean, sanitize, disinfect according to established breakroom and kitchen protocols. Includes but not limited to wiping down tables and chairs, organizing chairs neatly under tables in an orderly fashion, restocking paper products and soap as needed. Empty trash and recycle containers. If applicable, empty and wipe down compost buckets, replace liners each time. <u>MISCELLANEOUS OTHER SERVICES:</u> • Conference rooms: includes but not limited to wiping down and sanitize tables and chairs, dusting baseboards and window ledges, organizing chairs neatly under tables, empty trash and recycle containers. • Hallways/Stairwells/Ramps: includes but not limited to cleaning and sanitizing drinking fountains, dusting baseboards, wiping down door handles, handrails and other touch points. • Report maintenance problems to Custodial Coordinator or immediate supervisor. • Empty and remove centralized trash and recyclable materials. Replace liners as needed.

			• Remove and break down cardboard and put in proper recycle container. • Clean loading dock areas (if applicable) • Replace burned out bulbs as needed or requested. • Daily use of a computer, computer software programs and state issued cell phone. • Receive and complete work tasks as assigned.
10 %	NC	E	<u>EMERGENCY RESPONSE SERVICES:</u> • Perform emergency cleaning of buildings as required. • Provide coverage at alternate locations as needed. • Perform weather related duties as necessary.
5 %	NC	E	Perform other duties as assigned.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Often travel to meetings is required with some travel to trainings. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and video-conferencing.

This position is not suitable for remote work options and works at the central workplace in an office or cubicle work environment.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful, and productive work environment.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

Duties may be performed on various shifts. Standing and walking during entire shift on concrete, tile, and carpeted surfaces. Position requires repetitive lifting, sliding and emptying trash and recycle containers up to 50 pounds. Pushing/pulling vacuum cleaners (up to 20 pounds) including the use of backpack vacuum cleaners (up to 15 pounds) and trash/restroom carts (up to 30 pounds). Position requires bending, reaching, twisting, and occasional climbing on a ladder. Position may require occasional, short-term periods of heavy physical activity. Position may require some outside work during inclement weather. Position requires daily use of environmentally friendly products as well as chemicals for disinfection and sanitation.

Special Working Conditions for State Medical Examiner's Office and State Police Forensics Laboratory facility:

Staff working in this facility may have visual or sensual exposure to an assortment of Forensics Laboratory, Environmental & Biological Lab or Medical Examiner Laboratory environments that could include unsanitary evidence contaminated with body fluids from crime location, materials from Medical Examiner's lab or body evidence from deceased persons. Working near this evidence or materials may be required to perform the duties of this job. DAS staff performing work in secure areas or labs will always be escorted by Forensics or Medical staff.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Custodial Safety Data Sheets
- Service Level Agreement
- Custodian Guidelines
- Restroom Cleaning Procedures
- Assigned Custodial Cleaning Schedule
- Statewide Policies and Processes
- DAS Policies and Procedures

b. How are these guidelines used?

Outline basic procedures for insuring uniformity in the cleaning of office buildings, proper sanitation, and in the following of prudent safety practices.

Use as reference in providing guidance and compliance with Department, State and Federal regulations and procedures for staff and customers.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
State Employees	In person, email, phone	Building maintenance	Daily
Contractors	In person, email, phone	Coordinate work	As needed
General Public	In person, email, phone	Provide information	Daily

Helpdesk	Email, phone	Dispatch Emergency Services	Daily
Supervisor	In person, email, phone	Check in	Weekly or daily as needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

- Ability to calm an irate tenant/customer or refer issue to Manager.
- Exercise daily judgment in making appropriate decisions on the best way to approach routine custodial operations.
- Time management decisions to ensure all work is completed timely.
- To ensure proper cleaning procedures are followed.
- Determine the difference between trash and recyclable materials to help meet sustainability goals.
- Recognize the importance of a problem issue to report it for prompt solution.

Failure to perform these tasks as required may reflect negatively on the agency, division and individual.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Construction and Facility Maintenance Supervisor 2	1940460	In person, virtually, email, phone	Quarterly, Weekly or As needed.	Regular check ins; Review and progress of work
Construction and Facility Maintenance Supervisor 2	1940460	In person, virtually	Quarterly	Performance Evaluations

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

☐ Plan work

☐ Coordinates schedules

☐ Assigns work

☐ Hires and discharges

☐ Approves work

☐ Recommends hiring

- ☐ Responds to grievances
☐ Disciplines and rewards

- ☐ Gives input for performance evaluations
☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. Also, you will be required to pass State Police CJIS Certification. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful, and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

Additional skills, abilities, and requirements:

- Employee is required to possess and maintain a valid driver's license issued by the state where the employee resides.
- Employee is required to work with a computer integrated facilities management system. This would include creating and completing work tasks in a windows-based environment. Recording daily time to each individual work task.
- Employee is required to use a smart phone issued by the agency for communications.
- Ability to work independently.
- Adheres to all DAS policies, processes, procedures, and safety practices.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date