



**JOB CLASSIFICATION: FACILITIES CUSTODIAN**  
**CLASSIFICATION NUMBER:**  
**DEPARTMENT: MAINTENANCE AND FACILITIES**  
**REPORTS TO: MAINTENANCE AND FACILITIES MANAGER**  
**STATUS: FULL-TIME, FLSA NON-EXEMPT**

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◆ Integrity ◆ Trust ◆ Common Truth ◆ Respect ◆ Compassion ◆

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### **Position Overview**

This position consists of routine work to maintain the cleanliness and tidiness of facilities, office areas, grounds, bus shelters, transit vehicles and other areas as assigned. Individual must perform under limited supervision, using prescribed methods and frequencies, consistent with the requirements of the cleaning specifications per assigned area(s).

### **Essential Duties and Responsibilities**

The duties and responsibilities listed below are intended only as examples of the various types of functions that may be performed. The omission of specific duties and responsibilities does not exclude them from the position if work is similar, related or a reasonable assignment of the position.

- Maintain and clean GTA facilities in a presentable, professional, tidy condition, including but not limited to: public waiting area(s), restrooms (public and staff), conference rooms, employee break areas, office and administrative areas, maintenance area(s), outside grounds and parking lots, bus shelters, and interior/exterior of transit vehicles.
- Specific duties to be performed include but not limited to:

Interior: clean and sanitize restrooms, including toilets, urinals and sinks; clean and dust furniture in public and office areas; wash windows, mirrors, doors and walls; fill soap, paper towel toilet paper and other dispensers; clean and empty trash receptacles; sweep/mop/vacuum floors; remove trash, gum and/or other materials from public areas and furniture; and maintain and properly store applicable equipment, supplies and cleaning products. May perform simple repair functions, including but not limited to: repair and install basic plumbing components such as valves, faucets, drinking fountains, water closets and urinals, as well as monitor and maintain HVAC system filters and thermostats to ensure good working order.

Exterior: pick-up debris and trash on walkways, landscape areas, parking areas and bus shelters; clean/wash sidewalks, walkways and exterior seating areas; operate a variety of vehicles and equipment, including snow removal equipment and parking lot sweeping equipment; apply de-ice solutions to icy area(s); maintain landscape beds; operate landscaping equipment and tools; empty outside trash receptacles; and wash windows and building exterior.

Bus Shelters: pick-up debris and trash in and around bus shelter; clean, sweep and wash seating area(s) and shelter; wash surrounding sidewalk/walkways and concrete flooring; safely operate a power-washer when needed and/or required; wash windows; remove snow and apply de-ice solutions to icy area(s); clean and empty trash receptacles; maintain landscape areas; and remove graffiti when needed and/or required.

Vehicles: Clean interior of vehicles, including: pick-up debris, lost items and trash; remove gum and stains from seats and surfaces; empty trash receptacles; sweep and mop floors, including tracks for securing mobility devices; wash mirrors and windows; vacuum upholstery; shampoo upholstery when needed and/or required; clean wheel well covers,

handrails, fare boxes and all other surfaces; and clean and sanitize area(s) affected by bodily fluids according to strict guidelines. Pressure wash and dry exterior of vehicles, including wheel wells, engine compartments and underside of bus. Fuel and inspect vehicles, automotive and diesel equipment, including light and heavy-duty buses.

- Safely perform housekeeping, cleaning and maintenance functions using established practices and procedures.
- Use equipment and cleaning agents in an appropriate and safe manner, including but not limited to: mops, brooms, vacuums, squeegees, brushes, small handheld tools, power washer, and outdoor water hoses and garden tools.
- Follow directions for all cleaning agents and/or chemicals – refer to and follow appropriate Safety Data Sheet (SDS) for specific instructions on safe handling, use, storage and disposal of said chemical(s). Report any exposure to management immediately.
- Clean and disinfect bio-spills at all related facilities and attend Blood Borne Pathogen training when required
- Carry out minor building maintenance functions to ensure public safety and building functionality.
- Safely operate a variety of hand tools and power equipment
- Report any damage, maintenance requirements and/or other facility needs or repairs to appropriate team member and/or management member.
- Maintain accurate recordkeeping and adhere to structured schedule of works.
- Perform duties per a designated schedule and have flexibility for changing demands.
- Ensure effective and professional responsiveness and compliance with work requests.
- Work with, and assist team members in achieving GTA and departmental goals.
- Take responsibility for content and quality of work assigned, and continuously demonstrate commitment, empathy, fairness, and integrity.
- Advocate and actively participate in continuous improvement of the Agency; assist team members when needed; and support the Agency workforce at all times.
- Complete tasks and responsibilities in a thorough, accurate manner and meet key deadlines.
- Maintain punctuality, reliability and regular attendance to contribute to the efficient and effective delivery of transportation service(s) and associated duties.
- Establish, maintain and support effective and respectful working relationships; give and accept constructive feedback.
- Support a safety culture Agency-wide.
- Perform other duties as assigned, needed and/or required of a similar nature or level to make GTA an outstanding transit agency.

## **Desired Minimum Qualifications**

### **Knowledge**

Knowledge of safe work practices, ladder safety and good housekeeping; proper and safe use and care of cleaning agents, chemicals, equipment, basic maintenance tools and related materials; awareness of cleanliness and tidiness standards; occupational hazards and safety precautions applicable to cleaning, grounds-keeping and maintenance work; employee policies, procedures and operating practices, terminology, work processes and legal requirements applicable to areas of responsibility; accurate record-keeping techniques; alpha and numeric filing systems; basic computer operations; and proper lifting techniques.

### **Skills**

Skills to perform multiple technical tasks with a potential to need to upgrade skills in order to meet changing job conditions and/or requirements; recognize unsafe work conditions and potential safety hazards; recognize and record problems with facilities, vehicles and/or equipment; safely operate all equipment required to perform specific tasks; read material such as manuals and reports; manage and complete assigned projects; and prepare and maintain accurate, organized records.

**Ability**

Ability to effectively communicate in English, both verbally and in writing; follow verbal and written instructions, and perform tasks with minimal supervision; drive vehicles lawfully and safely in accordance with applicable laws and regulations; write legibly on forms and other documents; organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility; follow safe work practices; read and understand SDS sheets and labels on chemical product(s); manage multiple and changing priorities; establish and maintain highly effective working relationships; use a variety of hand and power tools, and operate light and heavy-duty equipment; and utilize computer equipment.

**Physical and Mental Demands**

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

**Physical Demands**

While performing duties and responsibilities of this position, incumbent is regularly required to sit, walk and stand for extended periods of time; talk and hear, both in person and via telephone; use hands repetitively to finger, handle, feel or operate equipment; reach with hands and arms, including above shoulders; bend, twist and/or stoop; push and/or pull moderate to heavy amounts of weight; kneel, crouch and/or crawl; ascend or descend stairs, walk or stand on uneven surface(s); climb unusual heights on ladders or other equipment; and lift and/or carry up to 50 pounds on a regular basis without physical limitations. Specific vision abilities required by this position include close vision, distance vision and the ability to adjust focus.

**Mental Demands**

While performing duties and responsibilities of this position, incumbent is regularly required to use written and verbal communication skills; read and interpret data, information and documents; use intermediary reasoning skills to apply principles of rational systems to analyze and solve practical and complex problems; effectively cope with elevated stress; observe and interpret people and situations; learn and apply new information or skills; make necessary decisions and solve problems based on subjective or objective criteria; make frequent changes of tasks involving different aptitudes, technologies, procedures, working conditions, or degrees of attentiveness without loss of efficiency or composure; work under intensive deadlines with frequent interruptions; positively interact with supervisor, co-workers, customers, and others encountered in the course of work.

**Environmental Conditions**

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

- Work is performed in an indoor and outdoor environment, with varying weather and temperature conditions, including sudden changes in weather and temperatures.
- Exposure to noise, dust, grease, slippery surfaces, chemicals, bio-hazard materials, smoke, fumes, noxious odors, rain/snow, heat, gases, and mechanical and electrical hazards.
- May be required to drive and/or travel to various destinations to perform work functions

### **Education, Experience and Licensing**

- High School diploma and/or equivalent
- Relevant work history and/or stable, verifiable work history within applicable area
- Valid Washington State driver's license with acceptable driving record
- Must maintain an acceptable driving record level throughout employment, which will be monitored by periodic reviews of Motor Vehicle driving profile
- Excellent customer service and communication skills
- Experience with custodial and/or cleaning methods, chemicals and equipment preferred
- Experience with facilities and grounds maintenance preferred
- Successfully pass pre-employment criminal background reports and drug and alcohol screening
- Must be willing and able to work varying hours and days of the week, including occasional weekends and holidays dependent on operational needs.
- Must have reliable transportation to and from work location(s)