

**JOB TITLE: CUSTODIAN**  
Department: Maintenance  
Hours: Full-Time (40 hours / week)  
Reports To: Maintenance Supervisor  
December 2021



**PRINCIPLE PURPOSE OF JOB:** Responsible for performing all routine and non-routine janitorial duties to maintain the Port's facilities in a condition that encourages customers to enjoy their use of the facilities and want to return.

**LEVEL OF AUTHORITY:** Receives moderate supervision, depending on experience and complexity of task. Employee is expected to perform routine assignments independently following the established schedule and standard practice. Trains and monitors the work of those that assist with the janitorial duties.

**WORK ENVIRONMENT:** Work is performed both indoors and outdoors in all weather conditions. May be required to drive maintenance vehicles in all road conditions. Potential safety hazards include working alone and handling hazardous materials. Some work is performed outdoors around the buildings, at the waterfront park and commuting to work sites to stock cleaning supplies. Work requires availability to work a regular week-end schedule, some holidays and as called out in emergencies.

**ESSENTIAL JOB FUNCTIONS:**

1. Clean restrooms, showers, offices, and shop on a daily basis or as assigned.
2. Train and monitor other Port employees to assist in the janitorial duties as needed.
3. Direct the Maintenance Assistant.
4. Perform general maintenance, painting and repairs of facilities as needed or assigned and in accordance with skills.
5. Keep facilities clear of all loose material. Assist in recycling and disposing of collected items, including hazardous materials.
6. Recognize and report hazardous conditions to Maintenance Supervisor. As directed by emergency personnel, assist in containment and/or extinguishing of fires, oil spills and other emergency conditions.
7. Maintain inventory and order as needed all cleaning supplies and paper products while obtaining competitive pricing on purchases.
8. Examine, research, and analyze Port facilities, cleaning supplies and equipment to make recommendations and proposals for improvements.
9. Contribute to the daily maintenance log of tasks accomplished.
10. Enforce the Port's rules and regulations.
11. Maintain excellent relations with customers, other members of the public, Port Commissioners, and co-workers.
12. Perform all work in accordance with established safety policies and all other reasonable safety standards and practices, including the use of safety equipment such as Personal Flotation Devices.
13. Order and stock shower & restroom plumbing repair parts.

**ADDITIONAL JOB FUNCTIONS:**

The essential functions should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise balance the workload and meet the emergency and ongoing needs of the Port and the marina.

**QUALIFICATIONS:**

1. Obtain good janitorial skills including knowledge of cleaning supplies and products used in building maintenance, ordering and inventory and have the ability to perform handyman level of small repairs.
2. Ability to perform painting duties at a professional level and have a solid knowledge of paints, their use, related tools, and safety procedures
3. Availability to work a regular week-end schedule, summer holidays and callouts in emergencies.
4. Ability to operate Port vehicles; must have valid Washington State driver's license and be insurable.
5. Ability to obtain and maintain a First Aid/CPR card.
6. Physical strength and ability to sufficiently lift up to 25 lbs on a regular basis and up to 70 pounds occasionally.
7. Ability, physical agility, and balance sufficient to safely operate all janitorial equipment and basic hand and power tools, including floor scrubber/buffer, pressure washer and steam cleaner.
8. Possess hearing sufficient to communicate in work situations.
9. Possess ability to maintain ongoing visual surveillance of marine facilities.
10. Possess a sense of smell sufficient to detect chemical leaks and whether respiratory protection devices are functioning properly.
11. Possess reading ability sufficient to read and interpret work-related materials such as maintenance manuals, labels on cleaning materials and Material Safety Data Sheets.
12. Possess writing ability to write clearly and legibly various work-related documents such as order forms, and entries into the maintenance log.
13. Possess oral communication skills sufficient to maintain excellent relations with other Port employees and customers, and to be tactful with customers and the public in stressful situations.
14. Must have the ability to apply units of measurement in mixing solutions.
15. Must be willing to comply with safety requirements, use safety and protective clothing including PFD's and wear uniform or meet accepted standards of dress.
16. Must be willing and able to live on San Juan Island and travel by ferry for work duties.

**ADDITIONAL RESPONSIBILITIES:**

1. Seasonally adjust thermostats on restroom and shower heaters.
2. Understand functions of plumbing control valves for operation of fixtures and emergency shutdown situations.
3. Turn power on and off to shower hot water tanks when showers are closed for extended periods of time.
4. Service and maintain custodial equipment such as vacuums, buffer, spot carpet cleaner, etc.
5. Work summer holidays including Memorial Day, 4<sup>th</sup> of July and Labor Day. (No other holiday work required.)

**PORT BENEFITS OFFERED:** (see current Port Policy for all detailed benefits) Health, Life, & Disability Insurance Retirement/Pension & Deferred Compensation Programs Holiday, Vacation, & Sick Time

To apply, please send resume with cover letter and completed [employment application form](mailto:erike@portfridayharbor.org) to [erike@portfridayharbor.org](mailto:erike@portfridayharbor.org)