

## **LABORER III-Custodial (Part-Time)**

### **Range A-13 (Hourly)**

**JOB SUMMARY:** Under the supervision of the Facilities Supervisor, the part-time Laborer III (Custodial) will provide custodial and general maintenance support to the Oklahoma Aquarium and grounds. This is a part-time, hourly position working varied hours, which may include weekend and holiday hours at the Oklahoma Aquarium.

#### **MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Knowledge of modern office cleaning and maintenance techniques.
- Some knowledge of the cost effectiveness of cleaning materials and equipment.
- Skills to use general maintenance tools, such as screw drivers, wrenches, power drill, etc.
- Skills to use general cleaning tools, such as vacuum, scrubber, buffer, etc.
- Skill to vacuum carpets, wash and wax floors, clean windows, maintain toilet facilities, sweep floors and walks, change light bulbs, move furniture, empty wastebaskets and other receptacles in facility and business office, clean kitchen counters, appliances and other surfaces.
- Skill to operate a motor vehicle for transportation and delivery purposes.
- Ability to climb ladders and perform minor work from ladder safely.
- Ability to lift stacking chairs, cafeteria tables, and other items as directed.
- Ability to follow oral and written instructions effectively.
- Ability to climb ladders and perform minor work safely.
- Ability to follow safety practices, including handling of caustic chemicals.
- Ability to direct work of volunteers and community service workers.
- Ability to communicate effectively with co-workers and the public.
- Ability to work independently with little supervision.

#### **ADDITIONAL RESPONSIBILITIES/ACTIVITIES:**

- High degree of concentration and attention to detail.
- Good record keeping skills.
- Ability to contribute positively to a diverse and equitable work environment.
- Develop collaborative, productive, and respectful relationships with employees.
- Recommend improvements in area of responsibility.
- Demonstrate professionalism at all times.
- Perform other related duties as requested.

#### **MINIMUM AND PREFERRED REQUIREMENTS:**

- Valid Oklahoma Driver's License.
- Insurable driving record.
- High School Diploma or GED.
- Lifting up to 50 pounds of weight and carry 20 feet.
- Work inside and outside.

#### **WORKING ENVIRONMENT:**

The duties of the part-time Laborer III (Custodial) will be performed inside and outside of the Oklahoma Aquarium and may be exposed to inclement weather. The employee may be required to stand/work for long periods of time in adverse conditions (cramped spaces, cold water, and wet environment). The employee may also come in contact with hazards associated with the field operations including but not limited to, heat, cold, rain, or snow.

**Physical:** Primary functions require sufficient physical ability to work indoors/outdoors and operate related equipment. Continuous standing, with upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure

to manipulate keyboard, equipment controls, and equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist. Frequent squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals. Frequent lifting of 80 pounds while working in adverse conditions (cramped spaces, fluctuating outside temperature and weather, and at times a wet environment). Must possess the ability to lift up to 50 pounds and carry a distance of 20 feet.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.