



POSITION DESCRIPTION

Position: Custodian		Department: Department of Public Service	
Reports to: Facilities Manager		FLSA Status: Non-Exempt	
Location: Various City Buildings	Division: N/A	Pay Grade N/A	
Revised: October 30, 2009	Last Reviewed:	Union: N/A	Status (FT/PT/Temp): Part-time

GENERAL PURPOSE

Performs a variety of skilled and unskilled tasks in the custodian care and maintenance of all City Buildings.

SUPERVISION RECEIVED

Works under the direct supervision of the Department of Public Service Facilities Supervisor and the general supervision of the Department of Public Service Facilities Manager.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.

Dumps ash cans and garbage and relines cans with liners.

Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.

Washes windows, walls, metal and woodwork.

Picks up litter from around buildings and grounds, sweeps sidewalks.

Performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, minor carpentry, mechanical, and other unskilled and semi-skilled trades work.

Inspects and maintains assigned custodial equipment and small tools for proper operating condition.

Changes light bulbs as needed.

Opens and closes, locks and unlocks facilities as needed.

Maintains records, prepares reports of activities.

Maintains current skills and knowledge in the proper and safe techniques of building maintenance.

PERIPHERAL DUTIES

May serve on various employee committees, as required and assigned.

Moves and sets up furniture, pictures, etc. as needed and assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or GED equivalent.

(B) Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

(A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions;

(B) Skill in operation of listed tools and equipment.

(C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS

Ability to successfully complete 4 week trial period or 120 day probationary period for new hires.

TOOLS AND EQUIPMENT USED

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, ladders.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening and psychological exam; additional job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Director of Public Works

Approval: _____
City Manager

Approval: _____
Employee

