

BUILDING CUSTODIAN

Department: As Assigned
Division: Central Maintenance
Appointing Authority: Facilities Manager

Grade: 5
Revision Date: 11/19
Bargaining Unit: W

Definition:

Responsible for maintaining the overall cleanliness of assigned facilities and surrounding grounds; routine semi-skilled custodial, housekeeping and manual labor duties to clean and sanitize public buildings and offices; all other related work as required.

Supervision:

Reports to the Manager of Central Maintenance; works under his/her direction as well as the direction of the facility department head, or their designee.

No supervisory duties.

Environment:

Duties are performed under typical office building and police station conditions. Operates standard custodial and maintenance equipment. Noise levels are usually quiet to moderate, may be loud on occasion.

Some duties require working with exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, noise, slippery surfaces, and other associative outside adverse conditions. Occasional exposure to chemical and biological hazards requiring exercise of proper safety precautions.

Performs varied custodial functions requiring independent judgment, self-motivation with minimal supervision.

May overhear or observe highly confidential information, records, materials or other confidential matters during the course of regular duties, which are subject to non-disclosure or limited disclosure, pursuant to statutory prescript or departmental policy. Revelation of these matters or information to any person in any manner or form may result in disciplinary action; in the police department will be cause for immediate termination.

Errors in judgment may cause legal or financial repercussions regarding any gained knowledge of confidential materials. Errors in duties may cause health or safety concerns to employees and the public

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

General Duties:

Perform a variety of cleaning and maintenance functions and manual labor duties in a municipal building including, but not limited to: cleaning, housekeeping, dusting, sweeping, washing, mopping, buffing,

burnishing and waxing floors, vacuuming, washing windows, blinds and casements; changing inside and outside light bulbs, policing grounds, sweeping walks, removing snow and ice, caring for custodial equipment and storage areas, cleaning bathrooms, mirrors and fixtures; replace filters, painting, emptying and removing trash. May occasionally transport bulk mailings to the post office as assigned.

Specific tasks may include:

Lift and carry files, equipment or other items as directed to storage or other disposition as needed. Move or transfer furniture as needed to clear areas for cleaning and redecorating work by lifting and carrying light to heavy objects. Make minor carpentry repairs as instructed such as minor repairs to secure table legs; replace handles, knobs, fuses, light bulbs and similar items; tightens screws, replaces nails and performs related tasks.

Set up, arrange, and remove decorations, tables, chairs or other materials to prepare facilities for events, banquets or meetings.

Sweeps, dusts and wet mops floors or stairs; strips, waxes, buffs and reseals floors, using brooms, dust mops, vacuums, wet mops and floor machines.

Dusts, cleans and polishes furniture, counters, shelving, window/door ledges and casings, using cloths and cleaning/polishing solutions. Dusts, wet mops and washes walls, ceilings and partitions, using wall brushes, wet mops, cloths and cleaning solutions.

Cleans lavatories, toilets and bath facilities, using cleansers and sanitizing solutions, brushes, clothes and squeegees. Mix water and detergents in containers to prepare cleaning solutions according to specifications. Police station duties include washing detainee blankets and decontaminating cells.

Dispose of waste and other discards; collects and disposes trash appropriately; collects and disposes of recyclables appropriately.

Sweeps and removes snow from steps and sidewalks immediately adjacent to assigned buildings, using brooms, snow shovels and powered snow removal equipment as assigned; occasionally rakes leaves. Shampoos or spot cleans carpets and rugs using a rug shampooing machine, brush, or cloth and cleaning solutions.

Minimum Qualifications:

Education and Experience:

High School diploma or GED equivalency required. Three years of custodial or related experience similar to essential functions within, or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

General knowledge of and familiarity with standard custodial, cleaning, sanitizing and housekeeping requirements, equipment and tools. Ability to understand and follow oral instructions and to read labels on

cleaning or other custodial products and equipment. Ability to plan and work independently or follow immediate direction upon request. Ability to learn and operate a variety of hand tools and power equipment and to perform the work successfully.

Displays high standards of ethical conduct and perform work with honesty and integrity; must maintain confidentiality of information if overhears or sees documents while performing routine work in offices. Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Demonstrates responsible behavior and attention to detail. Responds appropriately to supervision. Makes efforts to follow policy and cooperate with supervisors.

Physical Requirements:

Moderate physical effort under typical custodial conditions, but must occasionally lift and/or move up to 100 lb. objects. Ability to operate standard custodial equipment and use of ladders up to height of 10 feet. Ability to perform physical tasks involving frequent walking, bending, squatting, standing for extended periods of time, pushing, reaching and lifting with needed range of motion necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and ability to reach with hands and arms; specific vision requirements include the ability to adjust focus. Must be able to communicate and be understood clearly.

Special Requirements:

Must have a valid Class D Driver’s license. Must drive self or have transport to and from assigned sites. Must successfully pass CORI/ SORI checks.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 11/26/2019 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: 1999; 6/13, 7/15, 11/19

Department Head

Mayor