



## Position Description

<b>Job Title</b>	Custodian
<b>Department</b>	Public Works
<b>Employment Status</b>	Part time
<b>Exempt/Non Exempt Status</b>	Nonexempt

### Scope of Work

This position performs a variety of cleaning and general maintenance duties in and around the City's three main facilities (Recreation Center, City Hall/Library and Police Station) and in and around the Public Works buildings.

### Supervision

<b>Received</b>	Facilities Superintendent
<b>Exercised</b>	None

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Performs daily cleaning in specified municipal buildings so that areas are neat and appealing; vacuums, empties trash; cleans restrooms; wet mops floors; dusts furniture; replaces light bulbs; washes interior windows; cleans mirrors and interior glass; refills soap and toilet paper; sweeps; maintains records; responds to special request and helps maintain security of buildings.
- Performs interior and exterior cleaning and general upkeep projects; shampoos carpets; picks up around outside of buildings; washes walls; monitors work of contractors and outside service providers; may assist program leaders and renters with set up for events.
- Inventories supplies; places orders; receives and puts away items; disperses items from central storage; keeps storage area neat and safe.
- Assists with recycling program; organizes receptacles; collects items and arranges for pickup/delivery.

- Performs grounds-keeping around City Hall, Police station, Recreation Center, Library and other buildings as assigned.
- Removes snow from sidewalks and entry areas as needed; applies sand/salt.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Graduation from high school or GED equivalent; some experience in general maintenance operations preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Safety procedures and maintenance practices.</li> <li>• Basic grammar and math.</li> <li>• Work with cleaning supplies and operate cleaning equipment.</li> <li>• Follow instructions and work independently, with minimal supervision.</li> <li>• Multitask and prioritize workload.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers and the general public.</li> <li>• Department policies and procedures.</li> <li>• Grammar and basic math.</li> <li>• The use of maintenance tools and equipment.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Work with cleaning supplies and operate cleaning equipment.</li> <li>• Follow instructions and work independently, with minimal supervision.</li> <li>• Multitask and prioritize workload.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers and the general public.</li> <li>• Department policies and procedures.</li> <li>• Grammar and basic math.</li> <li>• The use of maintenance tools and equipment.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Performing general maintenance operations.</li> </ul>

**Necessary Special Requirements**

**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.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate tools and cleaning equipment.

- The employee may be exposed to adverse weather and other unpleasant conditions, including heat, cold, wetness and humidity; dust, odors, noise, vibration, toxic agents, electrical currents and disease.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, bend, stoop, kneel, crouch, crawl and smell.
- The employee must occasionally lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.