



CUSTODIAN

Department: **Public Works** Class Code: **10**
Reports to: **Facilities & Parks
Manager** FLSA Status: **Non- Exempt**

GENERAL PURPOSE: Under general supervision, the custodial care, cleaning, and minor maintenance of public buildings.

PRIMARY DUTIES AND RESPONSIBILITIES: The use of proper methods, materials, and equipment in cleaning and keeping the buildings or equipment neat and sanitary.

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Cleans, sanitizes and deodorizes rest rooms.
- Empties, cleans and lines waste receptacles.
- Sweeps, vacuums carpeting and floors using manual and power equipment
- Mops, scrubs, waxes, shampoos, and spot cleans carpeting and floors.
- Cleans woodwork, walls, windows using common household equipment and cleaning products.
- Cleans kitchen areas and refrigerators, when requested.
- Sweeps sidewalks and entrance ways
- Cleans and dusts offices.
- Cleans and removes Biohazards, such as human body fluids, blood, and other materials.
- Maintains a daily activity time sheet.
- Moves office and building furniture and equipment.
- Keeps equipment and supplies in order and requests re-supply when needed.
- Completes labor reports, time cards, and other short forms.
- Maintains regular and reliable attendance.
- Demonstrates superior customer service, integrity, commitment to innovation, efficiency, and fiscally responsible activity.
- Position may require unescorted late evening travel and custodial duties between various Town buildings.
- Must be self- motivated, capable of problem-solving, and highly productive with minimal supervision.

JOB DESCRIPTION

Custodian

MINIMUM QUALIFICATIONS:

Education and Experience:

Graduation from high school or possession of GED, prior Custodial experience and background required. Familiarity with MSDS (Material Safety Data Sheets) a plus and ability to speak, read and write English. Candidate of choice must pass pre-employment drug, fingerprinting, polygraph and thorough police background check prior to being placed in the position.

Required Licenses or Certifications:

Possession of a valid driver's license and have an acceptable driving record.

Required Knowledge of:

- Understand and follow oral and written instructions.
- Learn job-related material primarily through oral instruction. This learning takes place mainly in an on-the-job training setting.
- Work safely without presenting a direct threat to self or others.
- Work with cleaning fluids, chemicals, cleaning agents or similar solutions using only normal protective equipment to maintain facilities.
- Operate large and small power driven machinery such as a vacuum sweeper, buffer, or other similarly sized equipment.
- Use common hand tools such as hammers, crew drivers or similar tools.

Required Ability to:

- Communicate orally.
- Work cooperatively with other Town employees
- Clean areas using brooms, mops or other similar tools for the maintenance of facilities.
- Lift arm(s) above shoulder level to wash walls and windows and to dispose of trash bags.
- Move objects weighing less than 50 pounds, long and short distances.
- Bend or stoop repeatedly or continually over time to pick up trash cans or litter.
- Climb ladders or steps to reach objects.
- Walk long distance and remain in standing position for extended periods.
- Follow oral and written instructions, particularly in handling chemicals.
- Maintain simple records and make oral and written reports.

Special Requirements:

May require weekend, holidays and shift work and may involve variable shifts.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. May be exposed to heavy equipment and machinery. May be exposed to extreme weather conditions. May be exposed to hazardous chemicals. May be exposed to infectious diseases.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		07/2022		10	Non-exempt	

APPROVED: Human Resources

DATE: 7/14/2022

