

POSITION DESCRIPTION

Class Title: Custodian

Department: Administration

Supervisor: City Clerk

Supervises: None.

Class Characteristics: Performs routine janitorial work to maintain clean, sanitary and safe working environment for City Hall and other buildings as assigned; performs manual skilled work of a varied nature in maintenance, repair and cleanliness of buildings and grounds; performs related work as required.

Distinguishing Features of the Class: The work in this class involves both janitorial and maintenance duties, including a variety of tasks in cleaning and maintaining facilities and grounds, including light carpentry work, plumbing, cutting grass, weeds, trees and tree limbs, equipment and tool maintenance, etc.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Responsible for overall cleanliness and maintenance of City Hall and other buildings as assigned, including sweeping, mopping, vacuuming, waxing, polishing, dusting, and cleaning restrooms.
2. Dusts, sweeps, strips, shampoos, mops, scrubs and/or polishes floors; washes walls, windows and woodwork.
3. Dusts offices; cleans appliances and tables.
4. Cleans restrooms; disinfects toilets; cleans sinks and replenishes supplies.
5. Dusts, polishes, arranges, and moves furniture and equipment.
6. Removes trash.
7. Replaces light bulbs.
8. Assists the City Clerk in purchasing supplies and equipment for facilities.
9. Maintains grounds, including mowing and trimming, trash removal, sweeping walkways, raking, removing snow, and general ground keeping duties.
10. Operates motorized equipment, including mowers, weed eaters, etc., safely and efficiently.
11. Performs minor electric, plumbing, and heating repairs; reports need for major repairs to supervisor.
12. Runs errands for administrative personnel as requested.

Non-essential: None.

DESIRABLE QUALIFICATIONS

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Training and Experience: Graduation from high school or equivalent; no previous work experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of equipment, materials, methods and techniques used in janitorial work.
2. Knowledge of chemicals and cleaning detergents used in custodial work.
3. Knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools and procedures.
4. Knowledge of light carpentry, electrical, plumbing and heating fixtures, and general ground keeping.

Abilities:

1. Ability to perform heavy labor for extended periods of time.
2. Ability to follow oral and written instructions with minimal supervision.
3. Ability to establish and maintain effective working relationships with employees and the general public.
4. Ability to operate motorized equipment, and to use other tools manually.
5. Ability to comply with established safety standards.
6. Possess mechanical aptitude, manual dexterity, and good physical condition.

ADDITIONAL INFORMATION

Instructions: Instructions are very general for routine work activities, but specific for new or unusual activities.

Processes: Work varies slightly; seldom required to take different or unusual approaches in completing work assignments.

Review of Work: Work is generally spot-checked as it is being completed.

Analytical Requirements: Duties are of a routine nature.

Tools, Equipment and Vehicles Used: Vehicles; equipment; small hand tools; custodial tools and equipment; normal office equipment.

Physical Requirements of the Job: Work is performed both indoors and outdoors; must lift light objects weighing more than 25 pounds, must operate vehicle and motorized equipment, exposure to machinery and its moving parts, being in high places and confined spaces, exposure to fumes, chemicals, and/or toxic substances.

Contacts: Frequent internal contacts are requirements of the job.
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Confidential Information: Regular, indirect exposure to confidential information in many offices.

Mental Effort: Moderate.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain valid driver's license issued by the Commonwealth of Kentucky.

Availability: May be required to work flexible hours, including holidays, evenings and weekends.

Certification Requirements: None.

Additional Requirements: Must meet job-related physical and psychological requirements in effect at the time of appointment, and must pass any job-related mental, psychological and/or physical qualifying examination that may be prescribed.

Overtime Provision: Non-exempt.