



Title: Custodian

FLSA Status: Non-Exempt

SAFETY STATUS: Safety Sensitive Position - Driver

BRIEF DESCRIPTION:

The purpose of this position is to maintain the appearance of city facilities through organization and sanitation. This is accomplished by watering plants and lawns, cleaning floors, windows, counters, and toilets, taking out garbage, keeping inventory of supplies, and setting up for council and staff meetings. Other duties include decorating for holidays and special events, assisting the City Secretary with delivering Council packets, and performing other duties as assigned.

REPORTS TO:

This position reports to the Director of Buildings & Grounds.

SUPERVISE:

None

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Provides a clean working environment by sweeping and mopping floors, vacuuming rugs and carpets, disinfecting toilets and urinals, refilling paper products in restrooms, cleaning dishes; dusting, and washing windows	50%
2	L	Performs clerical duties by setting up staff, board, and council meetings; makes copies; delivers packages and items; keeps inventory of supplies; orders and shops for office supplies as needed; stocks work room supplies; writes work orders; and coordinates with other departments and staff to perform special assignments and duties	20%
3	L	Performs related duties by setting up for special events, arranging tables and chairs, setting up special rooms for events, decorating for holidays and special functions, shopping for events or janitorial supplies, cleaning up areas after events, and organizing fundraisers	20%



4	M	Maintains the exterior of facilities watering lawns, trees, and flowers, pulling weeds, cleaning outside windows, cleaning and sweeping sidewalks, steps, driveways, walkways, pavilions, and entrances, picking up litter around the facilities, and raising and lowering the flags	10%
---	---	--	-----

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge is equivalent to less than high school or equivalency.
Experience	Over one year up to and including three years.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Direction: Within this job, the employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. The employee has some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Class C drivers license



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	X	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
---	---	---	---	-----------------------------

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	communicating with co-workers
Sitting	O	driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	F	supplies
Carrying	F	supplies, equipment
Pushing/Pulling	F	equipment, tables and chairs, hose
Reaching	F	for supplies
Handling	R	monies
Fine Dexterity	R	calculator
Kneeling	O	retrieving items from lower shelves/ground
Crouching	F	retrieving items from lower shelves/ground
Crawling	N	
Bending	F	retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle
Climbing	O	ladders, step stool
Balancing	O	on ladders, on step stool
Vision	F	driving, observing work site
Hearing	F	communicating with co-workers and public and on telephone
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Vacuum, mops, broom, squeegee, cleaning supplies, city truck

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-------------------	-----------------	-------------------	-------------	------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
------------	-----------------------------	------------------------------	-----------------	------------

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

(1) N/A

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED:

rubber gloves, mask

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
--	--	--	----------------------------

-Description of Non-Physical Demands-		-Frequency-
Time Pressure		O
Emergency Situation		N
Frequent Change of Tasks		F
Irregular Work Schedule/Overtime		O
Performing Multiple Tasks Simultaneously		N
Working Closely with Others as Part of a Team		O
Tedious or Exacting Work		N
Noisy/Distracting Environment		O
Other (see 2 below)		N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.