

# Position Description

**TITLE:** Custodian - City Hall

**DEPARTMENT:** Public Works

**SUPERVISED BY:** Public Works Director

## **FUNCTION:**

This position is responsible for the custodial duties necessary to keep the city hall administrative and police department offices clean and orderly. Most work is performed independently, under the direction and supervision of the Public Works Director. The successful candidate will demonstrate an ability to set priorities and work independently, steadily, and efficiently for an extended period of time. Some decision making and good judgement is required. Confidentiality is of extreme importance.

## **DUTIES, RESPONSIBILITIES AND WORK PERFORMED:**

1. Vacuum, sweep, mop floors as needed.
2. Dust and clean furniture, file cabinets, shelves and office equipment such as telephones, computer monitor screens, scanners, printers and peripheral equipment.
3. Wash windows, mirrors, doors, walls, and glass.
4. Dust walls and ceilings to eliminate spider webs.
5. Dust lighting, heating and cooling vents and returns.
6. Clean and sanitize water fountains.
7. Clean and sanitize all toilets, sinks and bathroom floors and facilities.
8. Replenish bathroom toilet tissue, urinal cakes, paper towels, odor eliminators and hand soaps.
9. Clean and sanitize kitchen sinks, counter tops, appliances and work tables.
10. Remove trash and recycling and maintain waste containers in cleanly condition.
11. Replace liners and trash bags in waste containers.
12. Reorder or replace toilet tissue, paper towels, hand soaps, odor eliminators, urinal cakes, cleaning supplies and equipment as necessary.
13. Schedule annual carpet cleaning service.
14. Meet the city's customer service standards in all interactions with the public and staff.
15. Notify supervisor of maintenance, repairs or lighting, electrical and plumbing issues.
16. Adhere to safety rules, policies and guidelines of the city.
17. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
18. Complete related duties and projects as required by Public Works Director.
19. Secure the building upon vacating.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of custodial and building maintenance practices, supplies, and equipment.
2. Ability to perform physical work associated with general custodial duties.
3. Understand and follow verbal and written instructions.

4. Perform work independently.
5. Complete routine and repetitive tasks.
6. Tolerate interruptions to work; interact with staff positively and pleasantly.
7. Skill in use of custodial and building maintenance tools, materials, supplies and equipment.
8. Must possess good time management skills and organization of custodial duties.
9. Must provide confidentiality, good judgement, honesty, commitment, accuracy, discretion and integrity.

**PHYSICAL AND ENVIRONMENTAL CRITERIA:**

In compliance with the Americans with Disabilities Act, the following represents the physical and environmental demands for this position. The employee must be able to perform the essential functions with or without accommodation.

- Work is primarily done while standing, with a combination of bending, stooping, kneeling, pulling, pushing, and reaching also necessary.
- Working on ladders and/or above the head is occasionally required.
- Lifting of objects weighing 25 pounds or more is occasionally required.
- Use of custodial cleaning agents and chemicals is required.
- Work is done indoors in a controlled environment.

Effective: May 4, 2016

Approved: \_\_\_\_\_