

## **GENERAL CUSTODIAN POSITION DESCRIPTION**

### **General Statement of Duties:**

The General Custodian - is responsible for the general maintenance and sanitation of all public buildings, grounds and other facilities.

### **Distinguishing Features of the Position:**

This position requires flexibility in skill sets, job assignment and applied time. This position is appointed by the Municipal Services Director and reports to the Public Works Foreman. The primary service locations are the Police Station and City Hall.

### **Examples of work (illustrative only):**

#### **Building Maintenance:**

- Performs light maintenance duties to public buildings including but not limited to; light bulb replacement, replacing switch/outlet plates, furnace filter replacements and check downspout placement.
- Is responsible for providing contractors and service representative's access to City buildings for the purpose of repair and inspection.
- Occasional projects like: sanding, staining and sealing of wood work, painting; or the replacement of accessible fixtures.

#### **Grounds Maintenance:**

- Performs basic duties like mowing grass, removing snow, weed control, flower bed maintenance, washing buildings within historic maintenance guidelines on applicable buildings, and small paint jobs on outdoor facilities.
- Assists Public Works General Labors on applicable tasks as the schedule provides or during an emergency situation.

#### **Sanitation**

- Removal of trash from assigned buildings on a set schedule
- Cleaning of floors through vacuuming and moping on a regular basis.
- Shampooing of carpet or heavy scrubbing/stripping and polishing of floors will be scheduled from time to time.
- Cleaning windows on a set schedule.
- Cleaning toilets, sinks, and urinals on a daily basis
- Sanitizing common areas like counter tops daily.
- Dust frequently, including the tops of appliances, shelves, air vents, exhaust fans, light fixtures and more.
- On a pre-arranged schedule with the occupant; deep cleaning offices including the moving of furniture, files, boxes and more
- Scheduled wiping of walls, doors and more.
- Order and restock cleaning supplies, stock sanitary supplies, replace hand towels, toilet paper as needed and replenish air fresheners.

**Required Knowledge, Skills, and Abilities:**

- Ability to use small tools, including power tools.
- General knowledge of chemical handling and safety
- Knowledge on the use of custodial equipment like, but not limited to mops, floor scrubbers, carpet shampooers, vacuums, and dusters:
- Minimum of being able to obtain certification in CPR, AED operations and first-aid.

**Job standards (acceptable experience, training and education):**

- Graduation from high school or GED equivalent.
- Any equivalent combination of the above experience, education, and training which provides the knowledge, skills and abilities required for this position and satisfy the job standards.
- Due to the access to the Police Station, the ability to pass a basic criminal background check and drug screen is required. Adherence to confidentiality is mandatory. Length of time and nature of any previous conviction shall be considered when determining eligibility.

**Work Environment:**

Working occasionally in outside elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants. Standing, walking, working and driving around or within moving traffic. Working with potentially hazardous or flammable chemicals.

**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. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**Selection guidelines:**

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the General Custodian does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter

into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance & Labor Relations 10-08-2020

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_