


JOB DESCRIPTION

<p>City of Waterford</p>  <p>Administrative Services</p>	<h1>CUSTODIAN</h1>	
	Salary Level:	Grade 1 - Part-Time/Hourly
	FSLA Status:	Non-Exempt
	Established/Revised:	August 2017

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general supervision, perform a full range of custodial and building services duties related to the care, maintenance, and cleaning of assigned buildings and facilities and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is an entry level class. This class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from a Public Works Supervisor and lead supervision from a Maintenance Worker II or III. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL DUTIES

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Sweep, mop, wax buff, and polish floors; dust and polish furniture, woodwork, fixtures, and equipment.
- Wash windows, mirrors, door glass and walls.
- Clean desks and counter tops, empty and clean waste receptacles.
- Clean and disinfect office areas, public meeting areas and restroom facilities including fixtures, sinks, urinals and toilets; replenish supplies in restrooms.
- Move and arrange furniture and equipment and set up rooms for special meetings or events.

- Replace lights and adjust shades and blinds
- Identify and report maintenance needs to supervisor.
- Provide supervisor with a list of supplies and materials needed.
- Maintain proper standards of cleanliness in assigned areas.
- Utilizes a teamwork approach to learn the department functions necessary to continue effective City operations to allow the City to carry on in case of illness, or unexpected employee turnover; participates in cross-training as needed to accomplish this goal.
- Performs other duties as required or assigned, including but not limited to parks, streets, and utility operations.

MIMIMUM QUALIFICATIONS

Education and/or Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- One year of experience performing duties comparable to those of a Custodian.
- Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

Knowledge of:

- Methods, materials, and equipment used in cleaning of buildings, office space and rooms.
- Occupational hazards and standard safety practices.

Ability to:

- Operate and maintain a variety of custodial equipment.
- Lift heavy equipment and machinery.
- Follow written and oral directions; communicate clearly and concisely, both orally and in writing.
- Observe safety principles and work in a safe manner.
- Establish and maintain effective working relationships.

NECESSARY SPECIAL REQUIREMENTS

- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical and environmental 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.

Physical Conditions:

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance and perform work which involves the frequent lifting, pushing and or pulling of objects which may occasionally weigh up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, and color vision.

Environmental conditions:

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually low to moderate.