

Job Title: Custodian

FLSA STATUS: Non-Exempt

SUPERVISION RECEIVED FROM: Facilities Manager

DEPARTMENT: Facilities

WORK SCHEDULE: Varies, Typically M-F with frequent night and weekend work

SUPERVISION EXERCISED OVER: N/A

MINIMUM QUALIFICATIONS: High School Diploma and at least one year of custodial experience

SUMMARY: Under general supervision performs a variety of custodial duties to maintain the cleanliness and orderliness of assigned rooms, buildings, and related City facilities.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:

Knowledge of: Methods of cleaning and preserving floors, walls and fixtures. Cleaning materials and disinfectants, equipment and tools used in custodial work. Occupational hazards and standard safety practices. The operation of motorized vehicles and power equipment, vacuums, floor polishers, common hand and power tools, carpentry and electrical tools, mobile radio and cell phones, ladders and step stools.

Ability to: Use tools required in custodial and minor maintenance work, including electrical cleaning equipment. Understand and follow oral and written instructions. Perform moderately heavy manual work. Work independently in the absence of supervision. Clean and care for assigned areas and equipment. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

ESSENTIAL DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Sweep, scrub, wax floors; vacuum and clean rugs and carpets; clean restrooms; empty and clean waste receptacles.
2. Wash and dust windows, walls, and blinds.

3. Perform minor maintenance and repairs on equipment or buildings such as replacing light bulbs, fixing doors, or minor painting.
4. Unlock and lock entrances to buildings; check buildings for security.
5. Inspect buildings for safety, fire, and sanitary hazards.
6. Operate a variety of electrical cleaning equipment; maintain and order custodial equipment and supplies.
7. Perform various tasks in moving or rearranging furniture, desks and other equipment; set up room for meetings.
8. Answer general questions from the public and City staff.
9. May assist in training less experienced staff.
10. Perform related duties as required.

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