



Custodian POSITION DESCRIPTION

POSITION OVERVIEW

The Custodian is responsible for maintaining a clean, safe, and orderly environment within City facilities. This position performs routine cleaning, sanitation, and minor maintenance duties to ensure buildings are well-kept and presentable to the public, employees, and visitors.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sweep, mop, vacuum, and scrub floors in offices, restrooms, hallways, and other public areas.
- Dust and clean furniture, fixtures, windows, and equipment.
- Empty trash and recycling containers; replace liners as needed.
- Clean and sanitize restrooms, replenish supplies, and ensure restroom facilities remain in good working order.
- Maintain custodial equipment and report needed repairs or maintenance issues.
- Lock and unlock buildings; secure facilities after cleaning is completed.
- Set up and take down tables, chairs, and other equipment for meetings or special events.
- Monitor and maintain inventory of cleaning supplies and request replacements as needed.
- Follow established safety procedures and use proper protective equipment when handling cleaning agents.
- Perform seasonal duties such as snow and ice removal from walkways, light groundskeeping, and assisting with minor exterior maintenance.
- Assist in minor building maintenance or repair projects as directed.
- Clean glass, windows, doors, and entryways to maintain a professional appearance.

- Perform other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- High School graduate or equivalent preferred
- Previous custodial or janitorial experience is desirable but not required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of proper cleaning methods, materials, and equipment.
- Ability to follow verbal and written instructions.
- Ability to work independently with minimal supervision.
- Strong attention to detail and commitment to maintaining high standards of cleanliness.
- Physical ability to lift up to 50 pounds, bend, reach, and stand for extended periods.
- Dependability and reliability in maintaining assigned schedules and duties.

SPECIAL REQUIREMENTS

A valid state driver's license.

TOOLS AND EQUIPMENT USED

Broom, mop, vacuum, and cleaning 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 stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds.

WORK ENVIRONMENT

- Work is performed primarily indoors in City facilities, with occasional outdoor tasks.
- Exposure to cleaning chemicals, noise, and varying temperatures.

- May be required to work evenings, weekends, or special events as needed.
- The work environment is normally quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 job description 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.

FUNCTIONAL JOB DESCRIPTIONS

DATE: _____

Position: CUSTODIAN

Employee Name: _____

Physician Approval: _____

Date Developed: 03/25/02 Revisions: _____

Physical Demands

Note: In terms of an eight hour workday.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 HOUR DAY	COMMENTS
Sit		<1	
Stand		1	
Walk		3	

Occasionally = 1% - 33% Frequently = 34% - 66% Continuously = 67% - 100%

ACTIVITY	NON E	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
Bend/Stoop			X		
Squat		X			
Crawl	X				
Climb		X			
Reach		X			
Reach above shoulder level		X			
Crouch		X			
Kneel	X				
Balance		X			
Push/Pull			X		

Physical Demands

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	25 LBS	25 LBS		
Lift (pounds)	25 LBS	25 LBS		

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	N/A	N/A	
Simple hand grasping	X	X	
Firm hand grasping	X	X	
Fine manipulating	X	X	

SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.		X	
Color Perception		X	
Depth Perception	X		
Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	N/A		
Requires protective clothing or personal protective devices.	X		GOGGLES, GLOVES, DUST MASK

Correctable vision to 20/40	X		
-----------------------------	---	--	--

ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.		N/A	
The worker is subject to outside environmental conditions; no effective protection from weather.		N/A	
The worker is subject to both environmental conditions; activities occur inside and outside.		X	
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.		X	
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.		X	
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.		X	
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.	X		
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.	X		VACUUMS, CHEMICALS FOR CLEANING, WORK IN WELL VENTILATED AREAS.

Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.		X	
Worker is subject to scheduled overtime.		X	
Worker is subject to unscheduled overtime.			
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.		X	
Worker is subject to night work hours.	X		

MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine		X	
Complaint		X	
Emergency		X	
Handling Conflict		X	
Handling multiple priorities		X	
Make decisions with limited information.		X	
Make non-routine or unexpected judgments.		X	
Operate in absence of clear expectations or procedures.		X	
Operate under short time frames; deadlines		X	

Serious consequences of error.		X	
Use of tact and diplomacy.		X	
Reasoning: Apply procedure Develop new procedure	X	X	
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.		X	
Communication Skills: Develop written communications requiring grammar skills. Interact with customers on an explanatory basis. Interact with groups of people.		X X X	
Math Skills: Basic skills of addition, subtraction, and multiplication. Advanced math skills.		X X	
Reading Skills: Basic instructions material Technical information	X	X	
Other			
Other.			

**JOB DESCRIPTION EMPLOYEE AGREEMENT
For Custodian**

I, _____, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date

Updated and approved by the City Commission on November 3rd, 2025.