

Job Descriptions*



POSITION TITLE: Custodian & Maintenance
DEPARTMENT: Administration
STATUS: Full-Time, FLSA Non-Exempt, Non-represented
REPORTS TO: City Administrator
COORDINATES WITH: Public Works Director, Fire Chief, Police Chief, Library Director

Education Levels:
Min: HS Diploma

Personnel Committee Recommendation: August 13, 2024

Council Approval: August 13, 2024

WORK HOURS & CONDITIONS:

Workload involves 40 hours a week of custodial and light maintenance duties. Hours and work schedule will be variable with occasional evening and weekend hours possible. A percentage of employee's time is spent outdoors; exposed to wet, cold, humid, or hot weather conditions. Work is active and involves standing, walking, carrying tools and cleaning supplies.

GENERAL RESPONSIBILITY:

Performs a variety of custodial tasks in the care of City Hall, the Public Works Shop and/or Fire Department building and grounds. This is repetitive custodial work. Work is reviewed by observation of the quality of cleanliness and maintenance of designated areas.

PRINCIPAL DUTIES:

Daily Custodial Activities

- Vacuum rugs.
- Clean washrooms and fill soap and paper dispensers.
- Check & change burnt out lights.
- Check & empty trash receptacles.
- Dust mop lobby, stairs, office mats and bathroom floors.

Weekly or as needed Custodial Activities

- Wash front door windows inside and out, including front office glass.
- Water flowers and plants.
- Wet mop lobby and stairs and bath room floors as needed.
- Sweep sidewalks.
- Take down and set up community room for various events, and clean bathrooms.
- Clean office space including: administrative office, police station, public works, fire department, and STP.
- Clean Council Chambers: dusting, vacuuming and washing off furniture.
- Clean Community Rooms and kitchen areas.
- Clean and maintain the Police Squad bay/rooms as needed, or as directed and scheduled.

Seasonal Custodial Activities

- Planting flowers, maintain shrubs, and weed.
- Raking leaves.
- Snow removal and salting around City Hall including the handicap parking area, City Hall sidewalk, the catwalk behind the building. Maintain sidewalk at the Fire Station during elections as needed during inclement weather.
- Wash exterior windows.

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Additional Duties

- Setup and arrange preparations for City Meetings and scheduled events, if requested.
- Monitor and inspect rooms after events.
- Supervise annual maintenance contracts. (i.e. carpet cleaning, HVAC, pest, elevator, inspections)
- Order bathroom and cleaning supplies.
- Assist with other activities and duties as assigned, as time is available.
- Light maintenance/repairs to various items; bathrooms, painting and repairing various scuffs/holes in walls, lights, door locks.
- Assist with moving furniture for all municipal buildings, as requested and scheduled.

QUALIFICATIONS:

- Possession and maintenance of valid driver's license.
- High school diploma or equivalent required.

SKILLS & ABILITIES:

- Knowledge of building cleaning materials and maintenance methods, and the use of cleaning supplies and equipment.
- Physical ability to lift (average of 25 pounds routinely and up to 50 pounds occasionally), reach below the knees and above shoulders, climb stairs and ladders, work and balance at high heights, push/pull, smell, bend/twist at the waist, crouch, kneel, and squat.
- Physical ability to handle and grasp cleaning accessories; to perform repetitive wrist, hand, and arm motion.
- Able to understand and follow oral and written instructions.
- Able to cooperate and work with others in a positive manner and deal courteously, tactfully, and effectively with the public and city staff.
- Able to work independently in the absence of supervision.
- Able to fluently speak, read and write the English language.
- Basic computer skills

MANAGEMENT STATEMENT:

This position description has been prepared to assist in defining work hours and conditions, job responsibilities, and skills needed. It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions. 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.

This position description does not constitute an employment agreement between the employer and employee. This description is not intended to limit or modify the right of any supervisor or supervising governmental body to assign, direct and control the work of employees under supervision. The City of Mauston retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment, to be proper.

By my signature below:

- I acknowledge that I received a copy of this job description
- Any questions and/or concerns have been addressed with me.

Signature

Printed Name

Date

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