

## Custodian

**DEPARTMENT:** Public Works  
**DIVISION:** Facilities Maintenance  
**SUPERVISOR:** Facilities Maintenance Supervisor  
**CLASSIFICATION:** Exempt (not overtime eligible)  
**UNION:** No (under 24 hours per week)  
**CONFIDENTIAL:** No



### **POSITION SUMMARY**

This position is responsible for a wide range of custodial duties around multiple City facilities.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Public Works Facilities Manager.

### **SUPERVISION EXERCISED**

No supervision exercised.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

#### **Annual Tasks – All Buildings** *(may be contracted out if necessary)*

- Strip wax vinyl floors and re-wax
- Steam clean carpets
- Clean exterior windows

#### **City Hall – 265 Strand Street** (Downstairs/Upstairs)

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Sweep and mop floors
- Clean public entrance doors (inside and outside)
- Clean front counter
- Vacuum, sweep, and mop floors as needed
- Spot clean carpets as needed
- Break areas:
  - Clean countertops & tables
  - Clean microwaves
  - Clean fridge
- Clean all doorknobs and handles
- Dust mini-blinds and windowsills
- Gather all garbage and place in dumpster for disposal
- Clean stair railing

- Not responsible for cleaning any personal work areas or enter any offices that are closed

#### **Bennett Building – 277 Strand Street**

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Sweep and mop floors
- Clean public entrance doors (inside and outside)
- Clean front counter
- Vacuum, sweep, and mop floors as needed
- Spot clean carpets as needed
- Clean all doorknobs and handles
- Dust mini-blinds and windowsills
- Gather all garbage and place in dumpster for disposal
- Not responsible for cleaning any personal work areas or enter any offices that are closed

#### **Recreation Center – 1810 Old Portland Road**

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Sweep and mop floors
- Sweep and mop floors as needed
- Clean public entrance door

#### **Community Center – 2625 Gable Road**

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Clean floors
- Clean public entrance doors
- Vacuum, sweep, and mop floors as needed
- Spot clean carpets as needed

#### **Police Station – 150 South 13<sup>th</sup> Street**

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Sweep and mop floors
- Clean public entrance doors (inside and outside)
- Clean front counter
- Vacuum, sweep, and mop floors as needed
- Spot clean carpets as needed

- Break areas:
  - Clean countertop
  - Clean microwave
- Gather all garbage and place in dumpster for disposal
- Not responsible for cleaning any personal work areas or enter any offices that are closed
- Not responsible for exterior portable Administration building

#### **Parks Office – 475 South 18<sup>th</sup> Street (In McCormick Park)**

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Sweep and mop floors
- Gather all garbage and place in dumpster for disposal
- Not responsible for cleaning any personal work areas or enter any offices that are closed

#### **Wastewater Treatment Plant – 451 Plymouth Street**

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Sweep and mop floors
- Clean public entrance doors (inside and outside)
- Gather all garbage and place in dumpster for disposal
- Not responsible for cleaning any personal work areas or enter any offices that are closed

#### **Columbia Center – 375 North 18<sup>th</sup> Street**

- Spot clean carpets
- Clean ledge by Library front desk
- Clean windows inside the building as needed
- Clean glass doors (inside and outside)
- Clean sinks and restock dispenser (soap and paper towels)
  - Armstrong Room
  - Staff break area
  - Makerspace
- Sweep walkways around exterior at public and employee entrances
- Vacuum carpeted areas
- Spot clean carpets as needed
- Gather all recycling and place in main recycling bin outside
- Gather all garbage and place in dumpster for disposal
- Clean all door handles, doorknobs, and entry keypads
- Bathroom cleaning: (3 bathrooms = 2 in common area and 1 family in child area)
  - Toilets, seats, urinals, fixtures, mirrors, and door handles
  - Restock dispensers (soap, toilet paper, paper towels, liners, etc.)

- Sweep and mop floors
- Clean drinking fountain
- Clean air handling vents
- Clean light fixtures

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. Completion of high school diploma or GED equivalent.
- b. One (1) year of progressively responsible work experience in custodial maintenance in a public or commercial building or institution.
- c. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for one (1) year of experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Strong interpersonal skills, with demonstrated success in working with people.
- b. Strong communication skills, both verbal and written, including the ability to communicate effectively and remain calm and courteous.
- c. Ability to work both independently and in a collaborative team environment.
- d. Commitment to public service and community.
- e. Ability to adhere to safety and confidentiality policies.
- f. Ability to exercise sound judgment while upholding high integrity and ethical standards.
- g. Strong organizational skills.
- h. Demonstrated problem-solving skills.
- i. Ability to handle multiple tasks, often with overlapping or time-sensitive deadlines.
- j. Strong attention to detail.
- k. General Microsoft office skills to use computer for email and timekeeping.
- l. Ability to work with minimal supervision.
- m. Proficient knowledge of cleaning equipment and agents.
- n. Available to work after hours as needed. Position may begin early in the day and potentially into the early evening hours depending on facility needs.
- o. Resilient to cleaning agents and chemicals.
- p. Ability to lift and carry up to 50 pounds.
- q. Comfortable squatting, twisting, bending, and kneeling while using tools and performing maintenance tasks.
- r. Possess working knowledge of methods, technique, and materials used in custodial work.
- s. Ability to climb ladders and work from heights, if necessary.

### **SPECIAL REQUIREMENTS**

- Must possess a valid driver's license.
- Valid CPR/First Aid certification required when offered.
- Must pass a background check.

## **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 position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds. Close vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required. The employee is required to hear and talk.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office/laboratory environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments telephones, office equipment, personal interruptions, and background noises but may be moderately loud depending on the activities in the space.

## EMPLOYEE ACKNOWLEDGMENT

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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 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.

I acknowledge that I have received a copy of the **Custodian** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

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Custodian

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Date

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

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Facilities Manager

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Date