

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: January 24, 1997
Revised: December 9, 2002
Revised: April 19, 2017
Revised: June 10, 2021
Revised: September 7, 2022

Title: Maintenance Custodian **Department:** Police **FLSA Status:** Nonexempt

General Summary:

The Municipal Building provides services that are essential to the health, safety and wellbeing of our staff and the citizens they serve. The Maintenance Custodian is a core team member responsible for maintaining a clean work environment. This position primarily works at the Municipal Building but may assist at the Senior Center and Health Department as needed.

Reporting Responsibilities:

Work is performed under the direct guidance of the Assistant Chief of Police.

Specific Accountabilities:

1. Cleans, sweeps, vacuums, mops, dusts, etc. of offices, meeting rooms, hallways, elevators, stairwells, kitchens, break rooms, lobby areas, conference rooms, restrooms, etc.
2. Collects garbage and recyclables, picks up debris in and around the building's entrances, parking lots, landscaped areas, sidewalks, walkways, etc.
3. Follows disinfection and decontamination procedures when dealing with bodily fluids and other biohazards.
4. Organizes janitorial and general storage areas.
5. Tracks janitorial and other supplies and requests replacements when needed.
6. Strips and renews floor finishes, shampoos carpeting, treats stains on carpets and upholstery.
7. Removes snow and applies salt to sidewalks, entrances, parking lots, etc.
8. Sets up tables, chairs, and other items for events when requested.
9. Maintains property by landscaping, mowing, watering, trimming, etc.
10. Provides maintenance and minor repairs to plumbing, electrical, HVAC and other routine work.
11. Performs some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, replacing fixtures and partitions, replacing damaged ceiling and floor tiles, and other general repairs.
12. Washes windows, screens, sills, woodwork, doors, desks, walls, and ceilings.
13. Responds to after hour emergencies.

Required Knowledge, Skills and Abilities:

High school graduation (or HSED equivalent), one year experience in the operation of light and some medium equipment and one year experience in basic grounds and building maintenance. Must possess a valid Wisconsin Driver license and good driving record. Must have the ability to successfully complete a pre-employment post offer physical to include drug and alcohol screen upon hire, and random drug and alcohol screens thereafter. Must provide the city with all information regarding previous employers drug and alcohol screens. Must have equivalent combination of education, experience and training that provides the following knowledge, skills and abilities.

- Considerable knowledge of materials, methods, practices, techniques and equipment used in grounds and building maintenance.
- Ability to interpret plans and specifications.
- The ability to read and follow written instructions and labels.
- Ability to keep accurate records.
- Ability to perform light to heavy physical tasks under varying weather conditions.
- Ability to understand and carry out instructions.
- Ability to remain drug and alcohol free while on the job.
- Ability to lift and carry up to 50 lbs.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the general public.
- Knowledge of building upkeep and repairs.
- Knowledge of use and maintenance of industrial cleaning chemicals and equipment.
- Familiarity with basic landscaping and handyman practices.
- Attention to detail and conscientiousness.