

JOB TITLE: Custodian

JOB NO: LB003118

JOB FAMILY: Labor

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To perform a full range of custodial and building services duties related to the care, maintenance, and cleaning of assigned buildings and facilities.

SUPERVISION

Depending on assignment general supervision is provided by the Facility Maintenance Supervisor in the Arts Center, Recreation Center Supervisors in Parks and Recreation, or Senior Custodian in Building Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Clean and disinfect office areas, public meeting areas and restroom facilities including fixtures, sinks, urinals and toilets; replenish supplies in restrooms.
3. Sweep, vacuum, mop, wax, strip, and polish floors; vacuum and shampoo carpets.
4. Dust and polish furniture, woodwork, fixtures, and equipment.
5. Wash windows, mirrors, door glass and walls.
6. Clean desks and counter tops.
7. Empty, clean and disinfect waste receptacles.
8. Clean outdoor furniture, fountains and grounds.

OTHER DUTIES AND RESPONSIBILITIES

1. Move and arrange furniture and equipment; prepare rooms for conferences, meetings, and major events.
2. Replace lights and adjust shades and blinds.
3. Identify and report maintenance needs to supervisor.
4. Provide supervisor with a list of supplies and materials needed.
5. Make minor maintenance repairs as needed; unclog drains; repair furniture and equipment including theatrical lighting instruments.
6. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

EXPERIENCE

None required.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Methods, materials, and equipment used in custodial and building maintenance work.

Safe work practices.

Safety procedures for public events.

Skill in:

Performing various cleaning, disinfecting and maintenance activities.

Ability to:

Clean and care for assigned areas and equipment.

Use a variety of custodial and building maintenance equipment, supplies and materials.

Understand and follow oral and written directions.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *operating assigned equipment*
- *communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *bending, lifting, stooping, and carrying objects*
- *crouching or crawling during custodial maintenance activities*
- *moving furniture, equipment and heavy objects some of which exceed 101 pounds*
- *climbing stairs/ladders, working at heights over 3 feet*
- *working out of doors in all weather conditions*
- *walking, standing or sitting for extended periods of time*
- *operating assigned equipment.*

Director of Human Resources

Date

Manager of Building Services

Date

DATE ISSUED: February 1993

REVISION DATE: November 2000; August 2002; December 2004