

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Custodian

Dept/Div: Administrative/Maintenance

Supervisor: Purchasing Agent

Supervises: None

Grade: 18

Class Characteristics: Performs routine janitorial work to maintain clean, sanitary and safe working environment for assigned buildings.

General Duties and Responsibilities:

Essential:

1. Daily:
 - a) Vacuums, sweeps, mops floor areas as necessary.
 - b) Cleans, sanitizes and deodorizes rest rooms, sinks, toilets, re-stocks bathrooms.
 - c) Empties waste cans.
 - d) Cleans stairwells
 - e) Cleans and dusts offices.
 - f) Empties and cleans ashtrays from designated smoking areas.
 - g) Notifies Purchasing Agent of any lighting issues or other repairs needed.
2. Monthly:
 - a) Cleans tile of bathroom walls, cleans walls of bathroom stalls
 - b) Cleans woodwork, walls and windows using common household equipment and cleaning products.
3. Quarterly:
 - a) Strips and waxes floors (except as noted otherwise).
4. Semi-Annually:
 - a) Cleans windows.
 - b) Cleans all HVAC vents (including air return vents).
 - c) Vacuums cubicle walls.

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5. Keeps equipment and supplies in order; requests re-supply when needed.

6. Completes time cards and other short forms.

7. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.

Non-Essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: No education or previous work experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of equipment, materials, methods and techniques used in custodial work.

2. Knowledge of chemicals and cleaning detergents used in custodial work.

3. Knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools and procedures.

Abilities:

1. Ability to understand and follow oral and written instructions.

2. Ability to establish and maintain effective working relationships with employees and the general public.

3. Ability to work safely without presenting a direct threat to self or others.

4. Ability to operate large and small power driven machinery such as a vacuum sweeper, buffer, or other similarly sized equipment.

5. Ability to work with cleaning fluids, chemicals, cleaning agents or similar solutions using only normal protective equipment to maintain city facilities.

6. Ability to clean areas using brooms, mops or other similar tools for the maintenance of city facilities.

7. Ability to lift arms above shoulder level to wash

walls and windows and to dispose of trash bags.

8. Ability to move objects weighing less than 50 pounds, long and short distances.

9. Ability to walk long distances and remain in standing position for extended periods; ability to climb stairwells; ability to climb ladders or steps to reach objects; ability to bend or stoop repeatedly or continually over time to pick up trash cans, litter etc.

10. Posses mechanical aptitude, manual dexterity, and good physical condition.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are very general for routine work activities, but specific for new or unusual activities.

Processes: Work varies slightly; seldom required to take different or unusual approaches in completing work assignments.

Review of Work: Work is reviewed by the Maintenance Supervisor, but is reviewed regularly by facility occupants.

Analytical Requirements: Duties are of a routine nature.

Tools, Equipment and Vehicles Used: Custodial tools and equipment, including motorized equipment; small hand tools.

Physical Requirements of the Job: Work is performed indoors requiring walking, standing, stooping, lifting, and moving objects weighing less than 50 pounds; must use ladders and stairs; exposure to machinery and its moving parts; exposure to cleaning supplies.

Contacts: Works independently; some exposure to city officers and employees.

Confidential Information: Regular, indirect exposure to confidential information in many offices.

Mental Effort: Moderate.

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Interruptions: Few.

Special Licensing Requirements: None

Certification Requirements: None

Overtime Provision: Non-exempt.

Adopted 3/2018