

Buildings and Grounds Custodian Union: General Unit

GENERAL PURPOSE:

Employee performs a wide variety of cleaning and light maintenance throughout the building and grounds of City Hall, Public Library and Public Works. Work requires the use of tools and supplies common to standard cleaning tasks. This position requires the individual to be self-motivated and be able to work a non-standard work week.

SUPERVISION RECEIVED:

Works is performed under the general direction of the Buildings and Grounds Foreman.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sweeps and mops floors and vacuums carpets.
- Dusts desks, tables, counters and bookshelves.
- Cleans restrooms and break rooms.
- Performs light maintenance and painting.
- Washes walls and windows.
- Collects and removes rubbish from building and grounds.
- Plants lawns, trees, shrubs and flowers; as well as cutting grass and weed trimming.
- Maintains inventory of all cleaning supplies, paper products, and equipment.
- Assists in setting up and taking down equipment for various community events.
- Performs related work as required and all other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or equivalent.
- (B) Working knowledge of the methods and supplies used in day-to-day cleaning of buildings.
- (C) Some knowledge of equipment, materials and supplies used in building and grounds maintenance; Some knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions.

- (D) Ability to work independently and to continue daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

SPECIAL REQUIREMENTS

Valid state driver's license.

TOOLS AND EQUIPMENT USED

Pickup truck; lawn and landscaping equipment, including mowers, weed trimmers, miscellaneous hand and power tools for turf maintenance, painting, janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, broom, and dusting equipment.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually loud.