



## **Custodian**

PW-BLD/2

### **Public Works – Building Maintenance**

#### **JOB SUMMARY**

This position is responsible for maintaining the cleanliness and general upkeep of city-owned buildings. Duties include interior custodial tasks such as cleaning floors, restrooms, and common areas, as well as exterior responsibilities like trash removal and ensuring the grounds surrounding public buildings remain clean and presentable.

#### **MAJOR DUTIES**

- Empties and cleans waste receptacles; replaces liners.
- Cleans and sanitizes restrooms; cleans all surfaces, walls, windows, etc.
- Cleans break rooms, offices, storerooms, and public areas.
- Sweeps, mops, vacuums, and scrubs floors.
- Dusts and cleans furniture, blinds, windows, doors, etc.
- Sets up rooms for meetings; cleans rooms before and after meetings.
- Responds to emergency custodial calls.
- Moves furniture and equipment as required.
- Maintains cleaning supply inventory; restocks restrooms.
- Reports maintenance and repair needs to supervisor.
- Replaces light bulbs and batteries.
- Opens and secures buildings.
- Performs related duties.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of janitorial maintenance tools and equipment.

- Knowledge of building and grounds maintenance principles and practices.
- Knowledge of the use of various cleaning chemicals.
- Knowledge of city policies and procedures.
- Skill in the use of janitorial and maintenance equipment.
- Skill in dealing with the general public.
- Skill in following instructions.
- Skill in prioritizing work.

#### SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include city building codes, ADA regulations, OSHA regulations, state fire codes, and department and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related custodial duties. The necessity of working around the public contributes to the complexity of the position.
- The purpose of this position is to participate in the custodial maintenance of city buildings. Successful performance contributes to the provision of clean and attractive facilities for city employees, citizens, and visitors.

#### CONTACTS

- Contacts are typically with coworkers, other city employees, and the general public.
- Contacts are typically to provide services and resolve problems.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects.
- The work is typically performed in city buildings or outdoors, occasionally in cold or inclement weather. The employee is exposed to dust, dirt, grease, contagious or infectious diseases, and irritating

chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.