



Office of Human Resources
Custodian - CJ1877
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General Statement of Duties

Performs standard level interior and exterior janitorial/minor maintenance duties involving cleaning and disinfecting City facilities and public domains and performs grounds keeping duties including snow removal.

Distinguishing Characteristics

This class performs standard interior and exterior janitorial/minor maintenance duties. This class is distinguished from the Custodial Supervisor that performs supervisory duties over custodial workers in city facilities and public office buildings. The Custodian is distinguished from the Custodial Trainee that performs trainee level work in the performance of routine custodial duties.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Performs interior custodial duties including mopping, dusting, and vacuuming and uses mechanical floor cleaners to polish, buff, strip, and wax floors.

Performs exterior custodial/maintenance duties including snow removal, mowing lawns, pulling weeds, watering plants and lawns, raking leaves, picking up litter, and clearing dumpster areas and operates light machinery powered by small engines as necessary.

Removes waste and soiled linens from work area and gathers and disposes of trash and waste which may contain hazardous materials.

Cleans and disinfects all fixtures, floors, mirrors, windows, doors, and walls including those in kitchens, bathrooms, utility rooms, locker rooms, weight rooms, holding cells, and other work areas and restocks supplies as needed.

Moves, removes, and relocates furniture, furnishings, and equipment.

Observes all common safety practices associated with small engine and other equipment operations.

By position, performs hospital cleaning procedures including beds, bed frames, walls, floors, light fixtures, drapes of patient rooms, and other terminal cleaning procedures and prepares rooms for new occupants including washing and making bed, and follows isolation procedures in isolation rooms.

By position, performs minor maintenance repairs such as unstopping toilets and sinks, repairing furniture/fixture, and replaces burned out light bulbs.

By position, assists in training, scheduling, and checking the work of other employees.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail and time management.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Knowledge & Skills

Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

Education Requirement

None

Experience Requirement

None

Education & Experience Equivalency

None

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to cold temperature, cold enough to cause bodily discomfort.

Potential exposure to cold weather conditions (indoor/outdoor).

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to dust.

Potential exposure to extreme temperature changes.

Potential exposure to hazardous conditions where there is a danger to life, body, and/or health.

Potential exposure to hazardous/toxic chemicals.

Potential exposure to hazards from electro/mechanical/power equipment.

Potential exposure to hazards of steam and heat.

Potential exposure to heat temperatures, hot enough to cause bodily discomfort.

Potential exposure to hot and humid work environment.

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to infection from disease-bearing specimens.

Potential exposure to infections and contagious diseases.

Potential exposure to odorous chemicals.

Potential exposure to pesticides or fertilizers.

Potential exposure to the risk of blood borne diseases.

Potential exposure to temperature changes: variations in temperature from hot too cold.

Potential exposure to toxic chemicals.
 Potential exposure to unpleasant elements (accidents, injuries, and illness).
 Extreme cold conditions.
 Handles emergency or crisis situations.
 Noise sufficient to cause distraction or possible hearing loss.
 Personal Safety: aware of surroundings, people, and events.
 Pressure due to multiple calls and inquiries.
 Subject to burns and cuts.
 Subject to electrical and radiant energy hazards.
 Subject to hazards of flammable or explosive gases.
 Subject to injury from moving parts of equipment or vehicles.
 Subject to precarious or high locations.
 Subject to pressure for multiple calls, inquiries, and interruptions.
 Subject to varying and unpredictable situations.
 Subject to traffic, roadways, and pedestrians.
 Subject to vibrations and strain on the body to cause bodily harm if endured daily.
 Temperature Changes: variations in temperature from hot too cold.
 Temperature Changes: variations in temperatures from hot too cold when works in field.
 Wet: frequent contact with water or other liquid.
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.
 Works in precarious or high locations.

Level of Physical Demand

4-Heavy (50-100 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms or legs.
 Balancing: maintaining body equilibrium to prevent falling over.
 Carrying: transporting an object, usually by hand, arm, or shoulder.
 Climbing: ascending or descending objects usually with hands/feet.
 Color vision: ability to distinguish and identify different colors.
 Crawling: moving about on hands and knees or hands and feet.
 Crouching: bending body downward and forward by bending legs.
 Depth Perception: ability to judge distances and space relationships.
 Eye/Hand/Foot Coordination: performing work through the use of two or more.
 Feeling: perceiving attributes of objects by means of skin receptors.
 Feeling: perceiving attributes of objects by means of spoken word.
 Field of Vision: ability to adjust vision to bring objects into focus.
 Field of Vision: ability to see peripherally.
 Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects
 Fingering: picking, pinching, or otherwise working with fingers.
 Handling: seizing, holding, grasping, or otherwise working with hand(s).
 Handling: seizing, holding, grasping, or otherwise working with fingers.
 Hazards: conditions where there is danger to life, body and/or health.
 Hearing/Talking: hear and determine direction of sound.
 Hearing: perceiving the nature of sound by the ear.
 Kneeling: bending legs to come to rest on one or both knees.
 Lifting: raising or lowering objects weighing no more than 100 pounds, from one level to another.
 Mathematical reasoning:

Memorization:

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Neck Flexion: moving neck upward/downward.

Oral comprehension:

Physical Strength: exerts maximum muscle force to lift, push, pull or carrying objects and performs laboring work.

Pulling: exerting force upon an object so that it is moving to the person.

Pushing: exerting force upon an object so that it is moving to the person.

Reaching: extending the hand(s) and arms(s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).

Standing: remaining on one's feet in an upward position.

Stooping: bending the body by bending the spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Vision Far Acuity: ability to see clearly at 20 feet or more.

Vision Near Acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot on uneven surfaces.

Walking: moving about on foot.

Written Comprehension.

Background Check Requirement

Criminal Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-607

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: