

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Custodian

Department: Varies
Pay Grade: 501
FLSA Status: Non-Exempt
Job Code: Z170

JOB SUMMARY

The purpose of this classification is to perform general janitorial and light maintenance work in the care of specific City buildings, grounds, and surrounding areas. Employees in this classification perform recurring tasks in accordance with established practices and cleaning schedules.

ESSENTIAL JOB FUNCTIONS

- Sweeps, mops, strips, scrubs, buffs, waxes, and vacuums floor surfaces; spot cleans carpeted areas; schedules floor work to ensure least possible disruption of work routines in buildings and offices.
- Cleans and sanitizes restroom areas, fixtures, and water fountains; replenishes paper supplies and soap as necessary; performs minor repairs on lavatory and plumbing fixtures.
- Cleans windows, walls, air ducts, woodwork, blinds and light fixtures; dusts desks, ledges, and windowsills.
- Performs routine maintenance and upkeep; replaces light bulbs; polishes brass; paints walls; pressure washes sidewalks; reports faulty equipment to superior.
- Opens assigned building in the morning and turns on lights; opens locked areas of buildings with master keys as needed by office staff; closes and locks building.
- Empties trash receptacles and deposits collected refuse in proper receptacles; deposits recyclable material in proper receptacles.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; places safety cones, markers, or signs to alert employees/citizens of work areas, wet floors, or other potential hazards.

- Monitors inventory levels of equipment, cleaning materials, tools, and supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items; stocks or distributes supply items.
- Reports problems such as water leaks, power failures, electrical problems, malfunctioning equipment, property damage, or other potential problems involving building operations; takes basic correction action as appropriate; reports problems to appropriate personnel.
- Cleans kitchen facilities, including stove, refrigerator, microwave, counters, ice machine, and cupboards; replenishes soap and paper products.
- Sets-up facilities for meetings and events; arranges tables and chairs; moves furniture; sets-up projector screen and other equipment.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, product safety information, mixing instructions, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- May be required to operate City vehicle in the performance of duties outside primary facility.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or GED; six (6) months experience in cleaning and building maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- Additional certifications may be required based on assignment.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

- Ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Ability to carry out detailed but routine written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.
- Ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well-established procedures or sequences.

PHYSICAL DEMANDS

The work is medium which requires the ability to exert light to medium effort that involves walking or standing virtually all of the time. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, temperature and noise extremes, or traffic hazards, pathogens and bio-hazards.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.