POSITION DESCRIPTION

POSITION: Custodian **REVIEW DATE:** 2012

INCUMBENT:

DEPARTMENT: Parks and Recreation **REPORTS TO:** Douglass Center Director

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POSITION PURPOSE:
Provides custodial work at the Douglass Center. May also assist in providing for the operation and overall appearance of City Hall, City Auditorium, Fire Department Administrative/Training Center, Community Building, Discovery Center, Zoo Education building, and Municipal Court by performing extensive cleaning and minor maintenance.

ESSENTIAL FUNCTIONS:

1. Knowledge of general cleaning methods and ability to perform custodial duties and limited grounds maintenance. (Frequent function)

2. Ability to operate building maintenance equipment and use hand tools and drills to perform minor repair work. (Frequent function)

3. Able to follow policies and procedures involving safety hazards, handling of materials and cleaning chemicals, and reporting of deficiencies. (Frequent function)

4. Ability to wear special clothing and protective safety gear. (Frequent function)

5. Ability to follow oral and written instructions. (Frequent function)

6. Ability to maintain written log of work completed and material usage. (Frequent function)

7. Communication skills to report supply or material needs to the Maintenance Crewleader I. (Frequent function)

8. Maintain a valid driver's license. (Frequent function)

9. Ability to maintain harmonious working relationships with coworkers and project a positive image of the City to the public. (Frequent function)

10. Able to perform medium heavy work requiring frequent stooping/bending, with exposure to dust, wetness or dampness. (Frequent function)

ESSENTIAL PHYSICAL FUNCTIONS & ENVIRONMENTAL DEMANDS

In a typical eight hour day:	**1-33%**	**34-66%**	**67-100%**
	Occasional	**Frequent**	**Continuous**
	Exposure	**Exposure**	**Exposure**
Extreme Environmental Conditions	X		
Excessive noise/vibration	X		
Fumes/Odors	X		

In a typical eight hour day:	**1-33%**	**34-66%**	**67-100%**
	Occasional	**Frequent**	**Continuous**
	Exposure	**Exposure**	**Exposure**
Dust/Dirt		X	
Gasses	X		
Chemical agents	X		
Mechanical and/or electrical hazards	X		
Sharp tools/instruments	X		
Hot material	X		
Fire hazards	X		
Cramped quarters	X		
Heights	X		
Lift/Carry			
Up to 10 lbs.	X		
10-20 lbs.	X		
21-50 lbs.	X		
51-100 lbs.	X		
>100 lbs. (never)	Tandem	Tandem	Tandem
Pushing / Pulling			
Up to 10 lbs.	X		
10-20 lbs.	X		
21-50 lbs.	X		
51-100 lbs.	X		
>100 lbs. (never)	Tandem	Tandem	Tandem
Climbing			
Ladder		X	
Steps	X		
Other	X		
Lower Extremities			
Squatting		X	
Crawling	X		
Kneeling	X		
Balancing	X		
Bending at waist		X	
Twisting		X	
Foot Movements			
Right		X	
Left		X	
Reaching			
At shoulder level	X		
Above shoulder level		X	
Below shoulder level		X	

In a typical eight hour day:	**1-33%**	**34-66%**	**67-100%**
	Occasional	**Frequent**	**Continuous**
	Exposure	**Exposure**	**Exposure**
Hand / Wrist Motions			
Grasping		X	
Repetitive		X	
Fine Manipulating	X		
Speaking Requirements		X	
Hearing Requirements		X	
Sight requirements			
20 inches or less			X
20 feet or more			X
Color Vision			X
Other			
Sitting	X		
Standing			X
Driving	X		
Walking		X	
Uneven terrain	X		
Personal Protective Equip.	X		
Pursue/run	X		

NATURE AND SCOPE:

The Custodian reports to the Douglass Center Director, but may perform work at other City locations, including general maintenance of City Hall, City Auditorium, Fire Department Administrative/Training Center, Douglas Center, Community Building, Discovery Center, Zoo Education building, and Municipal Court.

The Custodian may work in cooperation with the Building Maintenance Supervisor to receive direction for special projects or tasks. The incumbent performs all phases of building maintenance such as vacuuming, cleaning and disinfecting restrooms, dusting, and window cleaning.

Performance of this position can be measured in part by the quality and timeliness of completed tasks as well as the overall cleanliness of the building, auditorium and offices. Work is reviewed according to normal practice and results achieved. Challenges and problems may result from schedule changes, interruptions, and requests for assistance from numerous departments.

The Custodian must have the ability to work independently and to recognize areas requiring attention is a key factor for this position.

PRINCIPAL ACCOUNTABILITIES:

1. Contributes to good customer service by providing clean and well-maintained facilities in a courteous manner.

2. Maintains daily log of work completed indicating materials used and time expended.

3. Sets up meeting rooms according to schedules.

4. Provides for safety of users of facilities by following correct procedures and reporting and correcting safety deficiencies.

5. Performs assigned tasks in an effective and efficient manner.

6. Performs all phases of building maintenance including but not limited to vacuuming, cleaning and disinfecting restrooms, dusting, window cleaning on a routine schedule in a timely manner.

7. Performs special projects in consultation with Building Maintenance Supervisor.

8. Works cooperatively with other City staff in carrying out duties and is flexible to schedule changes, interruptions, and receive directions and/or requests for assistance from numerous departments.

9. Assumes responsibility to work independently and recognize areas requiring attention without supervision and performs other duties as assigned.

KNOWLEDGE, SKILL AND ABILITY:
Knowledge of general cleaning methods and ability to follow oral and written instructions.

EDUCATION/TRAINING/EXPERIENCE:
High school graduate or equivalent required.

Required Knowledge:
Knowledge of building maintenance techniques and materials.

Skills/Abilities
Ability to operate building maintenance equipment.
Ability to work with cleaning chemicals.
Ability to write daily work reports.
Ability to use hand tools and drills
Ability to acquire and maintain a valid Kansas driver's license.
Ability to operate lawn maintenance equipment.

Machines/Equipment Used:

High speed Buffer	Vacuum	Lawn tractor	Chainsaw
Hand Tools	Drills	Lawn mower	Weedeaters

Supervision
Receives initial supervision at beginning of work shift and light supervision during remainder of work shift.

APPROVED BY: _____ **DATE:** _____
Department Head or Designee

APPROVED BY: _____ **DATE:** _____
Cathy E. Harmes, Director
Department of Human Resources or Designee

APPROVED BY: _____ **DATE:** _____
Ron R. Fehr, City Manager; or Designee

ACCEPTED BY: _____ **DATE:** _____
Incumbent