



Job Title: Custodian
Department: Public Works – Pub Properties
FLSA Status: Non-Exempt, Hourly, Part Time
Revised Date: 9/21/21 (Council Approval)

Accountability

Under the direction of the Public Properties Director and supervision of the Library Director (for custodian at Seward Memorial Library).

Job Summary

Performs a variety of unskilled and semiskilled manual labor required for the daily janitorial care and maintenance of City-owned facilities including but not limited to City Hall, Seward Memorial Library, Police Station, Fire Station, Municipal Building, Water/Wastewater Shop, Electric Shop and Recycling Center.

Essential Job Functions (Some tasks may be applicable to a certain location only):

At City Hall, Library, Police Department and Fire Station: Daily: empties trash cans; washes dishes and kitchen/breakroom area; cleans customer counters; cleans restrooms completely and keeps them supplied; sweeps/spot cleans tile/linoleum and spot vacuums carpet; cleans interior windows, glass doors and exterior glass doors if soiled; cleans/sanitizes drinking fountains. Weekly: Thoroughly vacuums carpets and scrubs floors; cleans and dusts desks and counters; washes dish towels and cloths, cleans stoves, refrigerators and freezer; takes recycling to Recycling Center. Monthly: dusts shelves, railing, and window sills; cleans light fixtures, cobwebs and baseboards; treats floor drains; empties exterior ashtrays; maintains restroom fixtures. Seasonally: Maintains/services humidifiers; replaces filters. As needed basis: Cleans outdoor screens; assembles new office equipment; completes minor repairs of furniture and equipment; completes minor plumbing repairs.

At the Municipal Building/Electric Shop and the W/WWTW Shop: Three times a week: empties trash cans; cleans counters; cleans restrooms completely and keeps them supplied; spot cleans tile/linoleum and spot vacuums (vacuum totally once a week); cleans interior windows, glass doors and exterior doors as needed; cleans/sanitizes drinking fountains; sweeps inside/outside entrances as needed.

At the Recycling Center: Once a week: Cleans restroom.

Additional Duties and Responsibilities

Unstops restroom lavatories and toilets; replaces light bulbs as necessary; informs supervisor of needed supplies; reports equipment in need of more extensive repair; performs other related duties as assigned.

Knowledge, Abilities and Skills

Good oral and written skills to effectively communicate on a daily basis with supervisors; working knowledge of cleaning methods/materials and skill in the use of equipment/machines; ability to operate moderately heavy equipment (e.g. floor polishers) and capability to operate/utilize a variety of tools, equipment (e.g. carpet sweeper, vacuum cleaner, walking mower, weed trimmer) and materials; ability to climb up onto and down from ladders and work in a stooped, kneeled or crouched position for an extended period of time; ability to perform moderately heavy manual tasks requiring the full range of body movements (i.e. lifting, carrying, pulling, pushing); capability to utilize City-owned computer for logging hours of work as well as leave requests.

Education and Experience

Graduation from high school or equivalent and six months experience in janitorial work or maintenance worker of grounds, buildings, or other facilities. Any combination of equivalent education and experience will be considered.

Special Requirements

Ability to work during the evening and/or weekend hours as most services will need to be done after facility hours or when not in current use.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*