
POSITION TITLE: Custodian/Building Maintenance Worker
DEPARTMENT: Administration
ACCOUNTABLE TO: City Administrator, Building Supervisors

SUMMARY STATEMENT

Performs custodial and building maintenance work for a number of City buildings, including but not limited to City Hall, Fire Hall, Public Works office space, Wastewater Treatment Facility office space, Park Shelter buildings, Park Depot building and Ice Arena.

COMMON PERFORMANCE STANDARDS

Expected to deal with the public and co-workers in a positive, respectful and timely manner and perform duties in a safe and respectful manner.

EQUIPMENT USED

Types of cleaning equipment including, but not limited to vacuum, floor scrubber, ladder, general cleaning equipment and chemicals. Uses hand tools, shovels, computer, phone and general office equipment. Seasonal outdoor equipment includes salt spreader, shovel, gardening tools, and small vehicles.

ESSENTIAL FUNCTIONS OF THE POSITION

The listed examples may not include all duties performed:

- Positive and professional interaction with the public.
- Performs regular custodial duties to City buildings such as mopping, sweeping, dumping trash, cleaning glass, vacuuming, cleaning and disinfecting rest rooms, dusting, etc.
- Set-up and clean-up for special events and/or public meetings, etc.
- Shovels snow and/or removes ice as required during normal scheduled workday.
- Performs exterior cleaning duties such as sweeping sidewalks, picking up trash, etc.
- Performs routine walk through and reports to supervisor items needing attention in City buildings.
- Maintains custodial supplies.
- Performs other and miscellaneous duties as assigned and as needed.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Education and Experience

- High School Diploma
- Minimum of one year of custodial work experience in public or private setting
- Must be at least 18 years of age
- Some computer skills and software knowledge

2. Knowledge, Skills and Abilities

- Ability to work independently and initiate work tasks and follow through on them
- Ability to understand and follow applicable instructions/directions
- Demonstrated personal dependability / regular attendance
- Must communicate and interact positively and be courteous and professional
- Basic computer skills
- Able to follow oral or written directions
- Able to read and understand Material Safety Data Sheets
- Lifting/Carrying – up to 50 lbs.

3. Special Requirements

- No felony convictions
- Must possess a valid Minnesota driver's license or equivalent out of state license
- Must be neatly groomed

PREFERRED QUALIFICATIONS

1. Previous Custodial/Groundskeeper experience
2. Previous experience in set-up and clean-up for special events
3. General knowledge of local government or public works operations

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those associated with the essential functions of this job. Reasonable accommodations might be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; hear; sit in vehicles or in an office setting; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to stoop, kneel, crouch, crawl, and occasionally climb or run.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, ability to see and observe various activities related to the job. Specific audio abilities required by this job include hear voices and phones.

This is a physically demanding position with moderate noise levels. The employee must possess the ability to lift and/or move up to 50 pounds.

SELECTION GUIDELINES

Formal application and resume; review of education and experience; in-person interview; background check, final selection. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.