

## **POSITION DESCRIPTION**

Class Title: Custodian/Laborer  
Department: Public Works  
Date: December 1993

Union: AFSCME #1415  
Location: City Hall/Fire Hall  
& Public Grounds

### **GENERAL PURPOSE**

Under the general supervision of the Public Works Director, performs general custodial and routine maintenance duties in the cleaning and care of municipal buildings and grounds. Maintains an adequate inventory of supplies and monitors the heating and cooling equipment.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Public Works Director.

### **SUPERVISION EXERCISED**

None generally. May supervise temporary employees, community service workers, or custodial assistants.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Dusts, sweeps, mops, strips, waxes, and polishes furniture and floors.

Cleans, supplies, and maintains lavatories.

Washes windows, walls, and woodwork.

Gathers and disposes of refuse.

Operates vacuum cleaners, buffers, or other equipment and tools.

Moves records, furniture, supplies, and equipment as required.

Performs minor carpentry, electrical, plumbing, painting, and other building repairs and maintenance tasks.

Cleans parking lots, sidewalks and keeps walks/steps free of ice, snow, and other debris.

Mows and waters lawn and performs grounds maintenance.

Operates heating, air conditioning, or ventilating equipment.

Maintains an adequate inventory of supplies.

Locks and unlocks buildings. Sets clocks. Provides information to general public.

Makes recommendations for major building repairs.

May train and supervise custodial help.

Performs duties within work rules and safety policies of the City.

Performs related work as required.

### **PERIPHERAL DUTIES**

Moves and sets up furniture, pictures, decorations etc. as needed and assigned.

May perform facility maintenance in other public buildings or grounds.

Assists in preparation of City Hall budget.

May perform laborer duties as required.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions;

(B) Skill in operation of listed tools and equipment.

(C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

### **SPECIAL REQUIREMENTS**

Carpentry and general maintenance skills.

CDL when performing applicable laborer duties.

## **TOOLS AND EQUIPMENT USED**

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, shovel, mops, broom, dusting equipment, hand tools, tractor and hand mowers, snow blower, snow plows and laborer equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet to moderately noisy.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
City Manager

Effective Date: December 1993

Revision History: March 1999