

CUSTODIAN

DEFINITION

The Custodian is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that the Civic Center and other locations of the Parks and Recreation Department are maintained in a healthy, safe and sanitary manner. Employees in this class are under general supervision.

EQUIPMENT/JOB LOCATION

The employee will use a variety of power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc. The employee will be required to work indoors and outdoors, year-round in all types of weather conditions. The employee may occasionally be required to work in high places.

ESSENTIAL FUNCTIONS

The following duties are normal for this job. These are not construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reports to the Maintenance Supervisor who is responsible for the direction of custodial services for the Parks and Recreation Department.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Clean and sanitize restrooms/bathrooms using established practices and procedure.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; empty and clean ash trays and cigarette urns; replace light bulbs; refill restroom dispensers.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas using hand-operated tools or small power equipment.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
- Attend to emergencies when necessary.
- Attend safety meetings and other related meetings.

- Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.
- OSHA rules, city health and safety regulations and guidelines, etc.
- Handle recycling materials.
- Call in work orders.
- Assist in the instruction and supervision of student help.
- Assist with inventory control and security.
- Safely operate all vehicles and other job related equipment.
- Enforce and support policies established by the City of McMinnville and the Parks and Recreation Department.
- Perform related duties as required.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Ensures quality control by inspecting work in progress and upon completion.
- Performs related maintenance and cleaning tasks as assigned.
- Maintains records as required.

REQUIRED KNOWLEDGE AND ABILITIES

- The employee must have proficient knowledge in the following areas:
- Knowledge of standard cleaning procedures, chemicals, products and equipment
- Knowledge of the Workplace Hazard Communication Program
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products
- Ability to work under little supervision
- Ability to work efficiently at heights of up to 40 feet
- Ability to operate a variety of heavy and light motorized equipment
- Ability to communicate clearly and effectively, both orally and written
- Ability to understand and follow oral and written instructions

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School Diploma or GED
- Training or experience in custodial work
- Must possess valid TN operators license

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc. Must be able to use body members to work, move or carry objects/materials. Must be able to exert in excess of seventy-five pounds occasionally, and/or in excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

ENVIRONMENTAL FACTORS: Work on a daily basis with dangerous and toxic cleaning products that can be very harmful to ones health if not properly utilized. In some cases these products give off unpleasant odors. The Custodian also regularly has to clean up blood, saliva and other bodily fluids that are unpleasant to deal with. The condition of washrooms is often unpleasant.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to this job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to this job.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear.)

Note: The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change.

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