

City of Mission Job Description

Job Title: **Custodian**



Classification: **Non-Exempt**

Department: Mission Event Center

Division:

Supervisor: Events Manager

Effective: April 1, 2017

I. JOB SUMMARY

Keeps city owned/used building(s) in clean and orderly conditions. Will sweep, mop or scrub hallways, offices, restrooms, and stairs. Will empty trash and garbage containers into designated trash bin for the building. Will maintain building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities using hand tools. Will clean debris from sidewalks and driveway from street to building. Will move and/or set up desks, tables, file cabinets, storage cabinets, and chairs in building as directed. Will replace burned out light bulbs and dirty air conditioner filters. Will clean restroom fixtures with proper cleaning solution and disinfectant. May remove old wax from floor and prepare for new wax as directed or scheduled. May apply new wax and buff walk space to a shine. Will mix water, detergents, or chemicals to prepare cleaning solutions according to specifications. Will scrub with appropriate cleaning solution and/or apply wax or other protective coating as required to walls, shelves, tables, sinks, desks, etc. Keep building secure from other persons entering after regular operating hours and while janitor work is being performed. Be sure all doors to be locked are locked and all windows are closed and locked before leaving each day/night. Report major building maintenance repair needs to the supervisor. This position has no supervisory responsibilities. Individual will perform other duties assigned by department head/supervisor.

II. EDUCATION REQUIREMENTS

- High school diploma or G.E.D. preferred.
- Must have a ninth grade level written and oral communication proficiency.
- Must have six (6) months experience in a job as a janitor preferred or the ability to learn the job through on-the-job training.
- Must have knowledge of proper sequence of activities required to perform the job.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.

IV. SKILL AND ABILITY REQUIREMENTS

- Ability to fully comprehend instructions/directions written in English to at least the ninth grade level.
- Ability to established and maintain an effective working relationship with co-workers and supervisor.

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- Ability to perform work tasks independent of constant supervision.
- Ability to perform repetitive work on a continuous basis.
- Ability to match or discriminate between colors by sight or from memory sufficient to distinguish color safety codes and perform job accurately and safely.
- Ability to move hands easily and skillfully to handle/operate tool/machines to perform required tasks.
- Ability to interpret city policy and procedure in relation to the job position, safety, and health.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to follow both written and verbal instructions that require individual thought to complete the task or series of tasks.
- Ability to perform activities of a routine, concrete, or organized nature.

V. ESSENTIAL JOB FUNCTIONS

- Keep assigned city building(s) in a clean and orderly condition.
- Sweep, mop, vacuum, and/or dust floors in offices, restrooms, storage areas, hallways, conference rooms, and other areas of the city owned/used buildings.
- Dust and/or wax desks, table tops, and work surfaces as directed.
- Mix water, detergents, or chemicals to prepare cleaning solution according to specifications as directed.
- Strip floor surfaces of wax or other protective coating and apply new wax or protective coating.
- Operate buffer and other cleaning equipment within common, acceptable, and demonstrated safety procedures.
- Replace burned out light bulbs and filters in air conditioning/heating system as directed or scheduled.
- Keep outside walkways clean of debris and dirt. (May include driveway from public street to front of building).
- Move, set up desks, tables, chairs, and storage cabinets as directed.
- Move, set-up stage and dance floor as directed.
- Clean restroom fixtures with proper cleaning solution and disinfectant as directed.
- Water house plants inside facility as needed.
- Stock bathrooms with toilet paper, hand soap, towels, etc. And keep inventory of supplies needed.
- Clean/remove debris from any location in or around the assigned building(s) which may constitute a safety/health hazard.
- Maintain security in the building in accordance with the city policy and procedures.
- Submit reports to the supervisor as required on a timely basis.
- Perform all job functions with special attention to good public relations, safety, health, and proper procedures.

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- Follow a specific work scheduled as directed.
- Keep a sufficient inventory of materials, tools, and equipment on the site to perform job requirements without interruption.
- Attend meetings as directed by supervisor.
- Perform minor and routine maintenance through painting, plumbing, electrical wiring, and carpenter activities.

VI. NON-ESSENTIAL JOB FUNCTIONS

- **NONE**

VII. EQUIPMENT/MATERIALS

Supplies and safety equipment/materials to include but not limited to the following:

- Small power tools, Lawn care hand tools, Tool pouch, Rake, Dollie
- Brooms, Scrub cloths, Mops, Brushes, Vacuum cleaner, carts
- Detergents, Cleaning chemicals, Bucket
- Power buffing machines
- Safety glasses, Gloves, Vest, Hard hat
- Policy & procedure handbook

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

		Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
	None			
Wet humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Extreme heat (non-weather)		X		
Extreme cold (non-weather)		X		
Outdoor weather conditions		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals	X			
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			

IX. MANUAL DEXTERITY

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is required to grip brooms, mops, buckets, blower, rags, and ladder for the maintenance of buildings.

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X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

	11-20 lbs	C	Vacuum cleaner, bucket with water
	21-25 lbs	C	Ladder to clean windows
	26-50 lbs	F	Ladder to clean windows
	51-75 lbs	O	Computer paper box
	76-100 lbs	O	Tables, chairs, stage panels, floor panels
	Over 100 lbs	O	
CARRYING	Up to 5 lbs	C	Brooms, mops, bucket, rake
	6-10 lbs	C	Waste baskets with trash
	11-20 lbs	C	Vacuum cleaner, bucket with water
	21-25 lbs	C	Ladder to clean windows
	26-50 lbs	F	Ladder to clean windows
	51-75 lbs	F	Computer paper box
	76-100 lbs	F	Tables, chairs, stage panels, floor panels
	Over 100 lbs	O	
PUSH/PULLING	Up to 5 lbs	C	Brooms, mops, bucket, rake
	6-10 lbs	C	Waste baskets with trash
	11-20 lbs	C	Vacuum cleaner, bucket with water
	21-25 lbs	C	Ladder to clean windows
	26-50 lbs	C	Ladder to clean windows & lawn mower
	51-75 lbs	C	Computer paper box, trash bins, lawn mower
	76-100 lbs	F	Loaded table and chair racks, stage panels
	Over 100 lbs	O	

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

CRAWLING	F	Pickup trash from floor and other items.
REACHING	C	Broom, mop, vacuum cleaner, ladder, reaching to throw trash.
TWISTING/TURN (rotation)	C	Mopping, cleaning floors, sweeping floors, throwing trash.
HANDLING (manipulated objects)	C	Broom, mop, vacuum cleaner, ladder, trash cans, rags, cleaners, paper, dusters,
STANDING	C	Mopping, cleaning floors, sweeping floors, throwing trash.
WALKING	C	Mopping, cleaning floors, sweeping floors, throwing trash.
SITTING	O	Taking breaks.
FINGERING (finger dexterity)	C	Broom, mop, vacuum cleaner, ladder, trash cans, dust rags, dusters, cleaners, paper,
GRASPING (whole hand activities)	C	Broom, mop, vacuum cleaner, ladder, trash cans, dust rags, dusters, cleaners, paper,

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date