

## City of Mission Job Description

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Job Title: **Custodian**



Classification: **Non-Exempt**

Department: Golf

Division: Club House

Supervisor: Golf Director

Effective: 12/19/2022

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### **I. JOB SUMMARY**

Keeps city owned/used building(s) in clean and orderly conditions. Sweep, mop and vacuum, scrub hallways, offices, restrooms and stairs. Empty trash and garbage containers into designated trash bin for the building. Maintain buildings, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities using hand tools. Clean and maintain the restaurant tables and chairs. Move and/or set up tables and chairs in the meeting room and dining areas for different events. Clean debris from sidewalks and driveway from street to building. Mow lawn, trim shrubbery, and cultivate flowers, using hand tools, and power tools. Move and/or set up desks, tables, file cabinets, storage cabinets, and chairs in building as directed. Replace burned out light bulbs and dirty air conditioner filters. Clean restroom fixtures with proper cleaning solution and disinfectant. Clean golf carts and restaurant equipment. Remove old wax from floor and prepare for new wax as directed or scheduled. Mix water, detergents, or chemicals to prepare cleaning solutions according to specifications. 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. Wash and stage golf carts for tournaments. Report major building maintenance repair needs to the Director. This position has no supervisory responsibilities. Individual will perform other duties assigned by Director.

### **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.
- Applicant must have a current valid class "C" driver license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.



#### **IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to establish and maintain an effective working relationship with co-workers and supervisor.
- 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 buildings.
- Dust and/or wax desks, table tops, and work surfaces as directed.
- Clean and maintain dining room tables and chairs
- Move and/or set up tables, chairs, desks and cabinets in the meeting room and dining areas for different events or 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).
- Mow grass in designated areas around building as directed.
- Trim shrubbery and grass around walkways, driveways, and buildings.
- Clean restroom fixtures with proper cleaning solution and disinfectant as scheduled and/or directed.
- 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.
- Follow a specific work scheduled if directed.
- Keep a sufficient inventory of materials, tools, and equipment on site to perform job requirements without interruption.
- Attend meetings as directed by supervisor.
- Wash golf carts
- 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,
- Detergents, Cleaning chemicals, Bucket
- Power buffing machines, Lawn mower, Weed eater
- Safety glasses, Gloves, Vest, Hard hat
- Rain boots and coat
- Personnel Policy Manual

**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
	<b>None</b>			
Wet humid conditions (non-weather)		<b>X</b>		
Work near moving mechanical parts			<b>X</b>	
Work in high, precarious places		<b>X</b>		
Extreme heat (non-weather)		<b>X</b>		
Extreme cold (non-weather)		<b>X</b>		
Outdoor weather conditions		<b>X</b>		
Fumes or airborne particles			<b>X</b>	
Toxic or caustic chemicals	<b>X</b>			
Risk of electrical shock			<b>X</b>	
Work with explosives	<b>X</b>			
Risk of radiation	<b>X</b>			

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**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.

**X. PHYSICAL DEMAND ANALYSIS**

**MATERIAL HANDLING ACTIVITIES**

Task	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	<b>F</b>	Brooms, mops, bucket, rake
	6-10 lbs	<b>F</b>	Waste baskets with trash
	11-20 lbs	<b>F</b>	Vacuum cleaner, bucket with water
	21-25 lbs	<b>F</b>	Ladder to clean windows
	26-50 lbs	<b>F</b>	Ladder to clean windows
	51-75 lbs	<b>O</b>	Computer paper box
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>F</b>	Brooms, mops, bucket, rake
	6-10 lbs	<b>F</b>	Waste baskets with trash
	11-20 lbs	<b>F</b>	Vacuum cleaner, bucket with water
	21-25 lbs	<b>F</b>	Ladder to clean windows
	26-50 lbs	<b>F</b>	Ladder to clean windows
	51-75 lbs	<b>O</b>	Computer paper box
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>F</b>	Brooms, mops, bucket, rake
	6-10 lbs	<b>F</b>	Waste baskets with trash
	11-20 lbs	<b>F</b>	Vacuum cleaner, bucket with water
	21-25 lbs	<b>F</b>	Ladder to clean windows
	26-50 lbs	<b>F</b>	Ladder to clean windows & lawn mower
	51-75 lbs	<b>O</b>	Computer paper box, trash bins, lawn mower
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	

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

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**NON-MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Frequency</b>	<b>Performance</b>
<b>BALANCING</b>	<b>F</b>	Wet or slippery surfaces when mopping.
<b>CLIMBING</b>	<b>F</b>	Clean windows
<b>STOOPING</b> (bending at waist)	<b>F</b>	Picking debris from floor, squeezing mop to mop bldg. floor. Pickup trash cans to throw trash in dumpster.
<b>KNEELING</b> (one or both knees)	<b>O</b>	Pickup trash from floor
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Pickup trash from floor and maintenance of bldg.
<b>CRAWLING</b>	<b>F</b>	Pickup trash from floor and other items.
<b>REACHING</b>	<b>C</b>	Broom, mop, vacuum cleaner, ladder, reaching to throw trash.
<b>TWISTING/TURN</b> (rotation)	<b>C</b>	Mopping, cleaning floors, sweeping floors, throwing trash.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Broom, mop, vacuum cleaner, ladder, trash cans, rags, cleaners, paper, dusters,
<b>STANDING</b>	<b>C</b>	Mopping, cleaning floors, sweeping floors, throwing trash.
<b>WALKING</b>	<b>C</b>	Mopping, cleaning floors, sweeping floors, throwing trash.
<b>SITTING</b>	<b>O</b>	Taking breaks.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Broom, mop, vacuum cleaner, ladder, trash cans, dust rags, dusters, cleaners, paper,
<b>GRASPING</b> (whole hand activities)	<b>C</b>	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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date