

Job Title: **Head Custodian**

Classification: **Non-Exempt**

Department: Library



Division:

Supervisor: Library Supervisor

Effective: January 24, 2024

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## **I. JOB SUMMARY**

Individual is responsible for cleaning and maintaining the library facilities. Individual has very little contact with the public. The individual is required to be on call and schedule may reflect shift work. Individual will perform other duties assigned by Supervisor. This position has Supervisory and Management responsibilities.

## **II. EDUCATION REQUIREMENTS**

- High school diploma or equivalent is preferred.
- Must be able to speak and read the English language.
- Three (3) years' experience in custodial responsibilities preferred.

## **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 screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have 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**

- Requires knowledge of proper cleaning procedures.
- Ability to assemble shelves, furniture and equipment.
- Ability to perform job with special attention to good public relations, safety, courtesy and professionalism.
- Ability to establish and maintain effective working relationship with the general public, supervisor, and co-workers.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to communicate effectively in English both orally and in writing.
- Ability to communicate effectively in Spanish is a plus.

Job Title: **Head Custodian**



con't - 2

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## **V. EQUIPMENT/MATERIALS**

- Mop, Broom, Vacuum cleaner
- Ladder, Hammer, Soldering gun
- Electric drill/saw, Cleaning chemicals, Trash can
- Duster, Dust cloth

## **VI. ESSENTIAL JOB FUNCTIONS**

- Maintains employee work schedules, vacation schedules, comp time/overtime, absence reports, time cards, etc. for payroll purposes.
- Maintains daily work schedule for routine cleaning.
- Assigns additional tasks according to library activities.
- Attends monthly meetings with the Supervisor to discuss budgets and building and grounds needs.
- Assists with planning of upcoming projects.
- Provides feedback on the progress of projects.
- Monitors the progress of the projects.
- Provides input and feedback to ensure successful completion.
- Schedules and conducts performance reviews.
- Maintains cleaning supply inventory and orders as necessary
- Plans and schedules annual maintenance for the entire building.
- Vacuums carpet throughout the library.
- Washes windows and doors and cleans entrances.
- Cleans library shelves, desks, restrooms, windows, walls, floors, and work areas.
- Mops library floors.
- Picks up books left throughout the library.
- Picks up trash inside and outside of the library.
- Dusts shelving and offices throughout the library.
- Dusts behind, around, and under computers.
- Cleans all monitors in the library with special solution.
- Follows up on uniforms, supplies and parts needed.
- Sets up community room to include audio video, projection and computer equipment.
- Follows all library rules, policies and procedures.
- Performs other related duties as assigned.

Job Title: **Head Custodian**

con't - 3

**VI. NON-ESSENTIAL JOB FUNCTIONS**

- Replaces burned out fluorescent lights
- Lays cable for computer network.
- Assists patrons unloading materials donated to the library from their vehicles.

**VII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job. The majority of the time the individual works indoors in a well-lighted, air-conditioned environment. The physical demands vary from moderate to high and at times include lifting of boxes of heavy materials (books or other donations, cleaning cart, industrial vacuum cleaner, etc.). Job hazards include working around cleaning chemicals, and maintaining and repairing library furniture, fixtures, and equipment.

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

**VIII. MANUAL DEXTERITY**

Both fine and gross hand manipulation is required to perform essential job functions. Fine hand manipulation is utilized to write information. Gross hand manipulation is required to grip boxes, sacks, equipment and books requiring moderate to heavy force exertion.

Job Title: **Head Custodian**

con't - 4

**IX. PHYSICAL DEMAND ANALYSIS:****MATERIAL HANDLING ACTIVITIES**

<b>Tasks</b>	<b>Weights</b>	<b>Frequency</b>	<b>Performance</b>
<b>LIFTING</b>	Up to 5 lbs	<b>C</b>	Lifting a book or stack of books.
	6-10 lbs	<b>F</b>	Lifting a stack of books.
	11-20 lbs	<b>O</b>	Lifting boxes of books and materials donated to the library.
	21-25 lbs	<b>O</b>	Lifting boxes of material or audiovisual equipment.
	26-50 lbs	<b>O</b>	Lifting boxes of books and materials.
	51-75 lbs	<b>N/A</b>	
	76-100 lbs	<b>N/A</b>	
	Over 100 lbs	<b>N/A</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>C</b>	Books to shelve.
	6-10 lbs	<b>F</b>	Books to shelve.
	11-20 lbs	<b>O</b>	Carrying a stack of books while shelving.
	21-25 lbs	<b>O</b>	Carrying a stack of books while shelving.
	26-50 lbs	<b>O</b>	Carrying a stack of books while shelving.
	51-75 lbs	<b>N/A</b>	
	76-100 lbs	<b>N/A</b>	
	Over 100 lbs	<b>N/A</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>O</b>	Pushing or pulling a book truck.
	6-10 lbs	<b>O</b>	Pushing or pulling a book truck.
	11-20 lbs	<b>O</b>	Pushing or pulling a book truck.
	21-25 lbs	<b>O</b>	Pushing or pulling a book truck.
	26-50 lbs	<b>O</b>	Pushing or pulling a book truck.
	51-75 lbs	<b>N/A</b>	
	76-100 lbs	<b>N/A</b>	
	Over 100 lbs	<b>N/A</b>	

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

City of Mission Job Description

Job Title: **Head Custodian**



con't - 5

**NON-MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Frequency</b>	<b>Performance</b>
<b>CLIMBING</b>	<b>O</b>	5%-10% of the work day employee will shelve books on higher shelves.
<b>BALANCING</b>	<b>F</b>	Balancing to clean upper library shelves.
<b>STOOPING</b> (bending at waist)	<b>F</b>	Up to 40% of the work day employee will shelve books.
<b>KNEELING</b> (one or both knees)	<b>F</b>	Up to 30% of the work day employee will shelve books, donations and magazines. Helping patrons find library material.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Up to 50% of the work day employee will shelf and look for books requested by patrons.
<b>CRAWLING</b>	<b>O</b>	Pulling cable and cleaning bathrooms.
<b>REACHING</b>	<b>C</b>	Shelving books below waist level and above shoulder and head level.
<b>TWISTING/TURNING</b> (rotation)	<b>C</b>	180 degrees turn when shelving and while checking out books.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Working with trash cans, dispensers, and electric tools.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Using soldering iron, electric drill, and a skill saw and cleaning trash cans, dispensers, bathrooms, and dusting.
<b>STANDING</b>	<b>F</b>	Working with trash cans, dispensers, and electric tools.
<b>WALKING</b>	<b>F</b>	Working with trash cans, dispensers, and electric tools.
<b>GRASPING</b> (whole hand activities)	<b>F</b>	Using mop, industrial vacuum, and broom
<b>Talking</b> (ordinary talking)	<b>C</b>	80-100% of the work day employee will talk to staff and the public.
<b>Hearing</b> (conversation w/others)	<b>C</b>	80-100% of the work day employee listens while working with staff and patrons.
<b>Seeing-focusing, near</b> (within 20 inches)	<b>C</b>	Reads general library material required by position.
<b>Seeing-focusing, far</b>	<b>C</b>	Observing patrons within library and staff to monitor proper service and management of the facility.

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

Job Title: **Head Custodian**



con't - 6

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### **LIFTING, CARRYING, PUSHING, AND PULLING NOTICE**

Everyone should be familiar with proper lifting, carrying, pushing, and pulling techniques. If you are not, have your supervisor explain these to you. We also have videos that show how to safely lift, carry, and push or pull items.

Because of the type of material we deal with in the library environment (which includes boxes of books, magazines, etc.) there may be times when you are asked or feel you are required to lift, carry, push or pull an item of a weight in excess of 50 lbs.

What do you do to protect yourself from lifting, carrying, or pushing/pulling more than you can safely handle?

#### **Identify the Risk**

Know your own limitations, be able to recognize items which are beyond your capacity to lift, carry, push or pull safely.

### **DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS**

#### **Communicate the Risk**

Tell your supervisor if you ever feel that you need help in lifting, carrying, pushing, or pulling an item.

### **DO NOT LIFT, CARRY, PUSH, or PULL THE ITEM WITHOUT ADEQUATE HELP**

#### **If something must be Moved, Lifted, Carried, Pushed, or Pulled**

It is our policy that you will NOT be asked to lift, carry, push, or pull items which appear to be beyond your capacity to lift safely. If you are asked to do so, then:

- Tell the individual asking you to do so that you need help in lifting, carrying, pushing, or pulling the item.
- Get adequate help.

### **DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS** **WITHOUT ADEQUATE HELP**

City of Mission Job Description

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Job Title: **Head Custodian**



con't - 7

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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