



CITY OF JASPER

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

- 1. Job Title: Facilities Custodian**
- 2. Department: Administration** **Division: N/A**
- 3. FLSA Classification: Non-Exempt** **Pay Grade:**

B. INTRODUCTORY STATEMENT

The Facilities Custodian is a part-time position that is responsible for carrying out the duties and responsibilities related to general custodial work and maintenance at the city's administrative office building, police department building, public works and utilities buildings and other city properties as assigned, such as the restroom facilities at each park and downtown locations. This position is under the general supervision of the Deputy City Manager.

C. ESSENTIAL JOB FUNCTIONS

1. Perform routine cleaning and sanitization of offices, restrooms, meeting rooms, and common areas.
2. Clean Facilities - Sweep/mop floors; disinfect tables and chairs; empty trashcans; wipe glass doors and windows; disinfect door handles and light switches; vacuum carpeted areas/rugs; Conducts window and divider glass as needed.
3. Clean Bathrooms - Sweep/mop floors; disinfect stall latches and flush handles in bathrooms; clean toilets; empty trashcans; stock bathrooms with paper towels, toilet paper, soap, and other essential items as needed. This includes all bathrooms at all facilities and park areas.
4. Set up and break down rooms for events, meetings, and other activities. Arrange tables and chairs; maintain cleanliness of tables and chairs; maintain cleanliness of rooms prior to and after event.
5. Observe and maintain established safety policies and procedures and take appropriate precautions to preserve their own safety and others during the course of performing daily tasks.
6. Operate vehicles and equipment in a safe and efficient manner.
7. Report any facility maintenance or safety issues to Deputy City Manager and/or their designee.
8. Perform related duties and responsibilities, as required.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements
 - a. Knowledge Skills and Abilities

1. Knowledge of cleaning principles and practices.
 2. Knowledge of basic cleaning tools and techniques.
 3. Skill in provision of customer services.
 4. Skill in problem solving.
 5. Skill in organizing and prioritizing work and exercise independent judgment, wisdom, common sense, and initiative.
 6. Skill in the use of various cleaning tools and related cleaning products.
 7. Skill in interpersonal relations.
 8. Skill in oral and written communication.
 9. Ability to thoroughly carry out oral and written instructions.
2. Responsibility
 - a. This position has no supervisory responsibility.
3. Personal Work Relationships
 - a. Contacts are typically with co-workers, elected and appointed officials, and the general public.
 - b. Contacts are typically to exchange information, resolve problems and provide services.
4. Physical Effort and Work Environment
 - a. Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects.
 - b. Must be able to lift up to 50 pounds. Some exposure to hazardous chemicals. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood.
 - c. Incumbent must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.
5. Guidelines
 - a. Guidelines include basic understanding of cleaning techniques and best practices.
6. Complexity and Scope of Work
 - a. The work consists of related cleaning and maintenance duties of city facilities. Frequent interruptions contribute to the complexity of the position.
 - b. The purpose of this position is to provide custodial services. Successful performance helps ensure the cleanliness and maintenance of city facilities.
7. Minimum Qualifications
 - a. Knowledge and level of competency commonly associated with the completion of a high school diploma or GED.

- b. Experience sufficient to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having held a similar position for one to two years.
- 8. Supervisory Controls
 - a. The Deputy City Manager assigns work in terms of department goals and objectives. The manager reviews work through reports and observation of department activities.

In accordance with City of Jasper's Substance Abuse Policy all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

E. APPROVAL SIGNATURES

I have received a copy of this job description for the position that I will be performing for the City of Jasper. I understand that it is my responsibility to familiarize myself with the information provided and agree to perform these job duties to the best of my ability and for the hourly rate that is provided to me.

I understand that the information is subject to change as situations warrant and that changes supersede, modify or eliminate the current job description. Changes will be communicated to me through a revised job description. I accept my part of the responsibility for keeping informed of these changes and continuing to perform my job duties as assigned to me. Should I feel that I can no longer perform my job as it is described I will inform my employer in writing.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date