



## Facility Custodian

**DEPARTMENT:**

Police Department

**SUPERVISOR:**

Captain, Police Department

**SALARY LEVEL:**

Non-Exempt 3

**DATE:**

February 27, 2012

**SUMMARY:** The Facility Custodian keeps office building in clean and orderly condition and tends to furnace, air conditioner, and boilers to provide heat, cool air, and hot water for occupants. Attends to other minor mechanical repair and maintenance issues as needed by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Cleans and maintains the building by sweeping, mopping, scrubbing, and vacuuming hallways, stairs , office space, courtroom and prisoner containment areas. This includes the replenishment of supplies, such as paper towels, soap dispensers, etc., emptying trash and caring for recycling needs.
- Maintains building performing minor and routine painting, plumbing, and other related maintenance activities. Replaces H/V AC filters, light bulbs, etc .. Maintains inventory of related supplies needed for building and prisoner support, reporting shortfalls to the proper authority.
- Takes care of equipment and materials used in custodial work.
- Inspects and notifies management concerning need for any repairs or additions to lighting, heating, ventilating equipment and/or structural issues.
- Cleans snow and debris from exterior access areas and applies any anti icing materials to the ground.
- Inspects and maintains miscellaneous police equipment and maintains logs.
- Trims shrubbery, and cultivates flowers, cleans debris, manage weeds around the police building and police parking lots.
- Performs other related duties as needed or assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable

### Facility Custodian – Job Description

accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); or six months to one year related experience and/or training in heating, cooling, and plumbing; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the city.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

- Must have knowledge of methods, materials and equipment used in janitorial and maintenance work.
- Must have ability to perform heavy manual labor.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The individual must be able to climb, balance, stoop, kneel, crouch and/or crawl. The employee frequently is required to use his/her hands and fingers to handle or feel objects, tools, or controls. The individual must be reach with his/her hands and arms. The employee is required to be able to talk with other employees and to hear their responses. He/she must be able to smell.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in high, precarious places. The individual must be able to work in outside weather conditions and is frequently exposed to wet and/or humid conditions, fumes or airborne particles. The individual may be exposed to toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to extreme cold, extreme heat and vibration.

The noise level in the work environment is usually loud.