

**GRADE: 3NE**

**TITLE: CUSTODIAN**  
**BUREAU: AUXILIARY SERVICES**  
**DIVISION: BUILDINGS**

**REPORTS TO: LEAD CUSTODIAN**  
**SUPERVISES: NONE**

**POSITION SUMMARY:** Performs duties involved to maintain premises in clean and orderly condition; cleans rooms and offices; restrooms; hallways, and may perform special duties.

**FUNCTIONS OF THE JOB:**

**Essential Functions:**

- 1) Cleans rooms and offices: empties trash cans, dusts furniture and equipment, sweeps and mops floors, cleans inside of windows, cleans Venetian blinds, changes light bulbs, cleans fans.
- 2) Cleans restrooms: washes facilities such as toilet, shower fixtures, mirrors, sinks, replenishes bathroom supplies, empties trash, sweeps and mops floors.
- 3) Cleans hallways: sweeps, scrubs and waxes floors using brooms and mops and powered scrubbing and waxing machines.
- 4) Cleans special unit areas, such as communications room and holdover cells.
- 5) Cleans exterior building areas: mow lawns, spray weeds, sweep and shovel snow.
- 6) May perform special duties: clean or replace filters in air conditioners, assist electrician or carpenter, set up board rooms for various functions.
- 7) Makes note of any items requiring maintenance, painting or repair.
- 8) Understand the basic operations of a computer including but not limited to retrieve and respond to e-mail messages and opening attachments, responding to and forwarding e-mail messages.
- 9) May perform other similar or related duties as assigned.
- 10) Regular, punctual attendance is required.

**Marginal Functions:** None Identified

**Physical/Visual Activities or Demands:** Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Standing, walking, sitting, reaching, pushing, grasping, feeling, talking, hearing.
- 2) Clarity of vision at 20 inches or less and 20 feet or more with peripheral vision and the ability to bring objects into sharp focus, to judge distance and space relationships and to identify and distinguish colors.
- 3) Moderate work - exert up to 40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly.

**Environmental/Atmospheric Conditions:** Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Exposure to a wide variety of inside and outside conditions with exposure to household and other commercial cleaners such as cleansers and bleach, 120/240v electrical current. Gloves and other protective equipment required for specific maintenance duties.

**POSITION QUALIFICATION REQUIREMENTS**

**Education:** Knowledge of basic trade work, equivalent to high school education or technical, vocational school training.

**Experience:** Six months of building and grounds maintenance experience.

**Skills and Abilities:** Skills and abilities that may be representative but not all inclusive of those commonly associated with this position:

- 1) Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- 2) Ability to operate mechanical tools within proper safety guidelines.
- 3) Ability to read basic rules and instructions in the use and maintenance of tools and/or equipment.
- 4) Ability to complete written assignment sheets with proper format.

**Machines, Tools, Equipment and Work Aids** that may be representative but not all inclusive of those commonly associated with this position:

May use various mechanical tools, such as, the following: scrubbers, lawn mowers, buffing machines, snow blowers, vacuum sweepers and mops.

**License(s)/Certification(s) Required:** Driver's License

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk that denotes linkage only to marginal function(s).

<b>Original Evaluation</b>	<b>Revised by</b>	<b>Revised by</b>	<b>Revised by</b>	<b>Revised by</b>
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<b>GF:jb 9/96</b>	<b>MG: 5/00</b>	<b>MG: 4/05</b>		
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