

City of Clinton  
Job Description

**JOB TITLE: Custodian**

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Exempt (Y/N): No	Salary Level/Range:
Location: Maintenance Building	Shift: 8-hour with some evenings and weekends
Supervisor: Parks Supervisor	Department: Parks and Recreation

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**SUMMARY:** This is manual work primarily performing custodial duties and responsibilities around the City parks and buildings. Assignments will include the operation of City vehicles such as trucks, other automotive or equipment incidental to regular duties. Work is performed under the direct supervision of a supervisor who issues general or specific orders depending on the assignments. Work results are always checked for conformance with established standards. Work includes any and all duties as assigned by the Director of Parks and Recreation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

Perform a broad range of cleaning and minor maintenance services for the Property Services Section of the department.

Cleans, dusts, vacuums, polishes and washes ceilings, floors, walls, furniture, bathrooms, Kitchens, rooms, corridors, windows, doors, stairway, seats, restrooms, sinks, commodes, base boards, tables and any other associated equipment & fixtures.

Sweeps, mops, vacuums, strips all floor surfaces on a daily basis or as needed.

Collects garbage from offices, concessions, conference rooms, programming rooms, maintenance buildings, windows, doors, ground litter, etc and transports to proper location.

Replenishes disposable supplies such as toilet tissue, soap, paper towels, scent, urinal blocks, etc.

Uses equipment and supplies properly in accordance with all safety regulations and procedures. Cleans, maintains and stores equipment after use.

Keeps up with inventory of all janitorial supplies and reports reorders as needed.

Reports problems to supervisor if required. Reports to supervisor when available for other duties during shift.

Assists in or assumes work duties and task normally designated to other maintenance staff members during work hours as needed for grounds and fields.

Maintains current knowledge of all department policies and procedures including health codes, safety codes, personnel codes, attendance, etc.

Performs any other operational duties as required.

**SUPERVISORY DUTIES:** May occasionally be required to supervise seasonal laborers and assist in training new employees.

**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 accommodations which do not create undue hardship will be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma, GED or vocational school.

**Certifications, Licenses and Registration:** A valid driver's license is required.

**Language Skills:** Ability to understand and follow oral and written instructions.

**Mathematical Skills:** Ability to perform basic math and basic measurements.

**Reasoning Ability:** Ability to apply basic logic or reason in routine and non-routine functions of operation, maintenance and construction.

**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 which does not create undue hardship will be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk & hear; frequently required to use hands and fingers to feel, control and operate power tools and equipment. Employee is required to frequently stand, walk, sit, crouch, climb, balance, stoop, kneel and reach with hands. Employee must regularly lift and/or move up to 55 pounds. Specific vision requirements include close vision, peripheral vision, distance vision and color vision.

**WORK ENVIROMENT:** 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 regularly works near moving equipment, occasionally exposed to electrical shock; regularly exposed to moderate to very loud noises. The employee frequently works outside in extreme weather conditions from rain and cold to extreme heat; is exposed to humid/wet conditions, fumes, airborne particles and vibration and occasionally toxic chemicals. Employee works says and weekends as required. Subject to callbacks and overtime.