

CUSTODIAN/MAINTENANCE OFFICE OF THE CITY CLERK

NATURE OF WORK

This is janitorial and light maintenance work in the care and cleaning of City buildings, related facilities and equipment. Works independently under general supervision of the City Clerk/Treasurer with work checked by spot inspections or as a result of complaints.

EXAMPLES OF DUTIES

Perform cleaning duties such as floor stripping, sealing, waxing, buffing and vacuuming duties; pick up and remove trash, clean windows and bathrooms; keep various areas stocked with janitorial supplies. Responsible for cleaning park facilities, equipment and grounds. May perform some routine outside duties such as picking up litter, raising and lowering flags, watering flowers and plants, weeding planted areas, mowing, weed-eating, edging and pruning, pressure washing. Includes maintenance duties such as replace air conditioning filters and light bulbs; turn air conditioning on and off; various minor repairs. Miscellaneous duties such as move furniture; open and close buildings; set up meeting rooms; enforce rules concerning use of facilities, run errands, order and inventory cleaning supplies. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of the materials, methods and equipment typically used in janitorial/custodial work; skill in the use of equipment and materials commonly used in building cleaning activities; ability to perform a variety of routine and physically demanding janitorial/custodial tasks in the area and cleaning of buildings and equipment; ability to make minor repairs and adjustments to cleaning equipment; ability to deal tactfully with the general public; ability to understand and effectively carry out oral and written assignments.

Training and Experience

Graduation from a standard high school or GED

Special Requirements

Valid driver license. Ability to lift 25+ pounds

CLASSIFICATION: Custodial. FLSA Non-Exempt

PAY GRADE: