



Office of Human Resources  
Custodian - CJ1877  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Performs standard level interior and exterior janitorial/minor maintenance duties involving cleaning and disinfecting City facilities and public domains and performs grounds keeping duties including snow removal.

### Distinguishing Characteristics

This class performs standard interior and exterior janitorial/minor maintenance duties. This class is distinguished from the Custodial Supervisor that performs supervisory duties over custodial workers in city facilities and public office buildings. The Custodian is distinguished from the Custodial Trainee that performs trainee level work in the performance of routine custodial duties.

### Essential Duties

Performs interior custodial duties including mopping, dusting, and vacuuming and uses mechanical floor cleaners to polish, buff, strip, and wax floors.

Performs exterior custodial/maintenance duties including snow removal, mowing lawns, pulling weeds, watering plants and lawns, raking leaves, picking up litter, and clearing dumpster areas and operates light machinery powered by small engines as necessary.

Removes waste and soiled linens from work area and gathers and disposes of trash and waste which may contain hazardous materials.

Cleans and disinfects all fixtures, floors, mirrors, windows, doors, and walls including those in kitchens, bathrooms, utility rooms, locker rooms, weight rooms, holding cells, and other work areas and restocks supplies as needed.

Moves, removes, and relocates furniture, furnishings, and equipment.

Observes all common safety practices associated with small engine and other equipment operations.

By position, performs hospital cleaning procedures including beds, bed frames, walls, floors, light fixtures, drapes of patient rooms, and other terminal cleaning procedures and prepares rooms for new occupants including washing and making bed, and follows isolation procedures in isolation rooms.

By position, performs minor maintenance repairs such as unstopping toilets and sinks, repairing furniture/fixture, and replaces burned out light bulbs.

By position, assists in training, scheduling, and checking the work of other employees.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Attention to Detail – Is thorough when performing work and conscientious about attending to detail and time management.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Knowledge & Skills**

Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

**Level of Supervision Exercised**

By position, performs lead work.

**Education Requirement**

None

**Experience Requirement**

None

**Education & Experience Equivalency**

None

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to cold temperature, cold enough to cause bodily discomfort.

Potential exposure to cold weather conditions (indoor/outdoor).

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to dust.

Potential exposure to extreme temperature changes.

Potential exposure to hazardous conditions where there is a danger to life, body, and/or health.

Potential exposure to hazardous/toxic chemicals.

Potential exposure to hazards from electro/mechanical/power equipment.

Potential exposure to hazards of steam and heat.

Potential exposure to heat temperatures, hot enough to cause bodily discomfort.

Potential exposure to hot and humid work environment.

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to infection from disease-bearing specimens.

Potential exposure to infections and contagious diseases.

Potential exposure to odorous chemicals.

Potential exposure to pesticides or fertilizers.  
 Potential exposure to the risk of blood borne diseases.  
 Potential exposure to temperature changes: variations in temperature from hot too cold.  
 Potential exposure to toxic chemicals.  
 Potential exposure to unpleasant elements (accidents, injuries, and illness).  
 Extreme cold conditions.  
 Handles emergency or crisis situations.  
 Noise sufficient to cause distraction or possible hearing loss.  
 Personal Safety: aware of surroundings, people, and events.  
 Pressure due to multiple calls and inquiries.  
 Subject to burns and cuts.  
 Subject to electrical and radiant energy hazards.  
 Subject to hazards of flammable or explosive gases.  
 Subject to injury from moving parts of equipment or vehicles.  
 Subject to precarious or high locations.  
 Subject to pressure for multiple calls, inquiries, and interruptions.  
 Subject to varying and unpredictable situations.  
 Subject to traffic, roadways, and pedestrians.  
 Subject to vibrations and strain on the body to cause bodily harm if endured daily.  
 Temperature Changes: variations in temperature from hot too cold.  
 Temperature Changes: variations in temperatures from hot too cold when works in field.  
 Wet: frequent contact with water or other liquid.  
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.  
 Works in precarious or high locations.

### Level of Physical Demand

4-Heavy (50-100 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: Ability to move quickly and easily.  
 Balancing: Maintaining equilibrium.  
 Carrying: Transporting or moving an object.  
 Climbing: Ascending or descending an object or ladder.  
 Color vision: Ability to distinguish and identify different colors.  
 Crawling: Moving about in a low or crouched position.  
 Crouching: Positioning body downward and forward.  
 Depth Perception: Ability to judge distances and space relationships.  
 Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
 Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.  
 Field of Vision: Ability to sharply detect or perceive objects peripherally.  
 Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.  
 Fingering: Picking and pinching, through use of fingers or otherwise.  
 Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
 Hazards: Conditions where there is danger to life, body and/or health.  
 Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.  
 Hearing: Perceiving and comprehending the nature and direction of sounds.  
 Kneeling: Assuming a lowered position.  
 Lifting: Moving objects weighing no more than 100 pounds from one level to another.  
 Neck Flexion: Perceiving objects located above or below.

Oral Comprehension: Ability to discern the meaning of oral speech.  
Physical Strength: Exerts force to transport objects of 100 pounds or more.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing/Pulling: Transport and control traps and cages, animal foods, equipment.  
Pushing: Exerting force upon on object so that it moves away from the person.  
Reaching: Extending the hands and arms or other device in any direction.  
Repetitive motions: Making frequent or continuous movements.  
Sitting: Remaining in a stationary position.  
Stamina: Ability to work over long periods of time without tiring.  
Standing: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Talking: Communicating ideas or exchanging information.  
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.  
Vision: Ability to perceive animal behavior, comprehend signs, and detect color.  
Walking: Ability to move or traverse from one location to another.  
Written Comprehension: Ability to discern the meaning of written words.

### Background Check Requirement

Criminal Check  
By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: NE-07**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 1/1/2024**

**Revised By: BM**

**Class History: 6/11/19 – Updated working environment verbiage; 1/1/2023 – Pay grade revised due to minimum wage increase; 1/1/24 - Pay grade revised due to annual market analysis.**