



CUSTODIAN

Department: **Facilities Maintenance**
Revised Date: **January 2010**

Class Code: **#885**
FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision cleans and performs minor maintenance work on library buildings and grounds, and performs other related duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Sweeps, mops, power scrubs, waxes and high speed polishes floors. Vacuums and extraction cleans carpeting, cleans stairs.
- Washes walls, windows and woodwork, and removes graffiti.
- Cleans restroom floors, walls and fixtures. Replenishes restroom supplies.
- Removes rubbish, waste paper and recycling.
- Dusts, cleans and polishes furniture, fixtures and equipment.
- Mows and edges lawns, trims shrubbery, prunes trees, weeds, changes sprinkler heads, monitors sprinkler system settings, sweeps walks, removes leaves and snow.
- Performs minor repair work, sometimes requiring the use of hand or power tools, such as changing lamps and ballasts, trimming and gluing frayed carpets, gluing and tightening furniture parts, hanging pictures and fixtures, patching small holes in walls, painting walls or woodwork.
- Moves furniture, fixtures, equipment, boxes, etc. Sets up meeting rooms.
- Applies household sprays and chemicals for minor pest control.
- Assists in securing and unlocking library buildings; monitors security, alarm and safety systems; may be called upon to assist the security guard.
- Runs errands, empties book drops.
- Monitors and maintains stock levels of supplies.
- Maintains material safety data sheets and a safe work environment.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school graduation or its equivalent.

Required Licenses or Certifications:

- Must possess a valid Driver's License.

Required Knowledge of:

- Public building cleaning practices, supplies and equipment.

JOB DESCRIPTION
Custodian

- Building and grounds maintenance practices and equipment.

Required Skill in:

- Keeping public buildings and grounds clean and well maintained.
- Using power equipment such as buffers, carpet cleaners and lawn mowers efficiently and safely.
- Planning and organizing work, and staying on task.
- Reading, understanding and following written instructions.
- Establishing and maintaining effective working relationships with other staff, other Library departments, and occasionally the general public.

Physical Demands / Work Environment:

- Work is performed in a public library environment and is subject to sitting, standing, walking, bending, reaching, climbing step stools/ladders, and lifting of objects up to 60 pounds.
- Must be able to stand and/or walk for extended periods of time; seize, hold, grasp and turn objects; push/pull up to 250 pounds with the use of carts or dollies; regularly lift/carry up to 40 pounds; occasionally lift up to 60 pounds; ascend or descend ladders, stairs, scaffolding and ramps; stoop, kneel crouch and crawl; and reach high and low places.