

CITY of AZTEC JOB DESCRIPTION

Job Title: Custodian
Department: General Services
Shift: 40 hours per week (Monday-Friday)
Pay Plan: GRD 8 \$10.23/hr
Exempt: No
Reports To: General Services Director
General Direction From: General Services Director/Department Supervisors
Position Closes: **OPEN UNTIL FILLED**

PURPOSE & NATURE OF JOB

Cleaning of buildings as designated by supervisor. The work involves the performance of tasks of a heavy manual nature which do not require a high degree of manipulative skill or previous experience.

ESSENTIAL DUTIES

Vacuum, sweep, dust, mop and wax floors. Clean restrooms and fixtures to sanitary conditions. Wash windows, polish and dust furniture and fixtures, clean carpet, empty trash, order supplies, move tables and chairs as needed to clean under, refill towel, soap and toilet paper dispensers. Also responsible for keeping outside entrances clean. Requires ability to give direction and supervise community service workers.

RESPONSIBILITIES

Supervision: Serves as lead worker of one crew or group.
Public Contact: Some recurring routine contacts with the public or employees in other departments.
Budget: N/a
Other: N/a

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.
- Must possess basic computer skills and have the ability to write reports.

Education:	High School Diploma or G.E.D.
Experience:	One year custodial preferred
Knowledge:	Knowledge of cleaning materials, waxes and tools used to apply products highly preferred.
Certificates/Licenses:	N/a
Recertification:	N/a
Use of Tools and/or Equipment:	Vacuums, polishers, hand mops, brooms, washer and dryer, brushes and mop buckets and other tools required to complete job duties.

WORK ENVIRONMENT

Physical Demands:	Effort is exerted occasionally for short periods of time. Strain periodic but not prolonged. Moderate lifting (50lbs.), pushing, pulling, bending. More than normal visual and hearing acuity for precision work. Normally performs in abnormal sitting or standing positions. Moderate Manual dexterity required.
Hazards:	Occasional exposure to hazardous work conditions (noise, fumes, heights, slippery, vibrations, moving parts, disease etc.).
Exposures:	Moderate exposure to dust, cleaning products, soaps, furniture sprays, air fresheners, floor wax, and water. Periodic conditions which involve chance of injury.