

JOB DESCRIPTION

City of Hillsboro

An Equal Opportunity Employer

<u>Title</u>	Custodian
<u>Reports To:</u>	Administrative Assistant I
<u>Employee Status:</u>	Full-time
<u>FLSA Status</u>	Non-Exempt

QUALIFICATIONS:

1. High School diploma or general education degree (GED).
2. Valid State of Ohio driver's license.
3. High ethical standards and integrity.

GENERAL DESCRIPTION:

Under administrative direction, maintains and cleans municipal offices, buildings and grounds in an orderly condition, and other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Cleans, moves and arranges furnishings, supplies and equipment as needed. Maintains cleanliness and sanitation of municipal buildings (e.g., dusts and polishes surface of furniture and counters, railing, etc.; empties wastebaskets and removes trash; sweeps, cleans and mops floors; vacuums and scrubs carpets; strips and waxes floors; cleans windows; cleans walls; replaces light bulbs and maintains light fixtures; services, cleans and supplies bathrooms; etc.).
2. Maintains grounds of municipal buildings (e.g., sweeps and removes trash from walkways, gathers and empties trash from grounds, cleans and removes snow from walkways).
3. Takes the initiative to perform routine tasks independently.
4. Order cleaning supplies and equipment as needed and within departmental budget.
5. Coordinates appointments with contractors as necessary (HVAC, Plumbing, Pest Control, Etc.)
6. Employee may work 1st or 2nd shift at the discretion of the supervisor.
7. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

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1. Attends training programs related to duties performed.
2. Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: City policies and procedures; department policies and procedures; general cleaning practices, knowledge of cleaning solvents and proper disposal of wastewater and trash, routine maintenance procedures.

Skill in: Use of custodial equipment including but not limited to brooms, mops, vacuum, ladder, duster and hand tools. Prepare cleaning solutions according to specifications, light equipment operation.

Ability to: Carry out instructions in written, oral or picture form; travel to and gain access to work site; develop and maintain effective working relationships; perform manual labor in often adverse conditions; follow safety rules required by the department. The physical demands are representative of those that must be made to enable individuals with disabilities to perform the essential functions.

EQUIPMENT OPERATED:

Broom, mop, vacuum, duster, ladder, hand tools, other.

PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:

Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possibly injury as a result of working with moving mechanical parts of equipment or machines; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently; occasionally lifts objects 100 pounds or less; occasionally carries objects 100 pounds or less; occasionally pushes objects 100 pounds or less; occasionally pulls objects 100 pounds or less. Work conditions may vary due to possible unpleasant conditions as a result of thoughtless and careless patrons.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

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In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

PERFORMANCE EVALUATION:

Per the City of Hillsboro's contract and/or policy manual.

This job description in no matter states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instruction and perform any duties required by the position's supervisor, Safety Service Director, or Mayor.

Approved by Mayor of Safety Service Director

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description.

Employee's Signature

Date