

CITY OF ANADARKO JOB DESCRIPTION

TITLE: Custodian
DEPARTMENT: Special Maintenance
REPORTS TO: Superintendent
FLSA STATUS: Non-Exempt

NATURE OF WORK

Routine custodial work in the care and maintenance of public buildings. Involves responsibility for the efficient performance of a variety of custodial tasks in and around public buildings. Work is generally performed in accordance with established procedures, but specific instructions may be given on unusual jobs or problems. Work is subject to inspection by a supervisor for maintenance of established standards of cleanliness and compliance with instructions.

ESSENTIAL JOB FUNCTIONS

1. Sweeps, mops, waxes, and polishes floors; washes walls, woodwork and windows; vacuums rugs; dusts books and desks.
2. May sweep parking lots and sidewalks in front of building.
3. Raises and lowers American and other flags as appropriate; moves furniture and equipment.
4. Cleans restrooms and kitchen areas; replenishes supplies; unstops sinks and lavatory and reports the need for repairs.
5. Secures buildings and checks on heating, ventilating, and air-conditioning units; May replace light bulbs and fuses. Makes minor repairs or refers problems to supervisor. Assures safety of all areas.
6. Collect trash and takes it to dumpster, cleans storerooms and puts away supplies.
7. Performs related work as required.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED

Basic reading as would be obtained by an eight grade education and generally 6 months or more related work experience.

SUPERVISORY RESPONSIBILITY

No supervisory responsibility required.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

None

PHYSICAL/MENTAL REQUIREMENTS

Must be able to lift and carry garbage sacks and containers generally of no more than 30 pounds. Must be involved 8 hours daily bending, stooping, lifting, and dumping. Must be able to maneuver and operate custodial machines like scrubbers and buffers, vacuums, etc.

Must be available to work night shift with little to no direct supervision.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

Some minor physical inconvenience or discomfort in cleaning bathrooms, spills, and removing trash. Job occasionally requires the incumbent to be aware of and observe safe working procedures. Such hazards that are encountered included but are not limited to noxious odors, glass and sharp objects, electricity, grease and dirt, smoke, etc.

The above duties are general in nature and are not intended to reflect all of the duties which may be required of the incumbent.

LAST DATE OF REVISION

06/07/2019

ACKNOWLEDGMENT I acknowledge that I have read the job description and requirements for the Maintenance position and I certify that I can perform these functions. CITY OF Anadarko maintenance employee in the Special Maintenance Department.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.