

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title: Custodian
Sch & Grade: CTL-1
Class Code: HA05
FLSA Status: Non-exempt
Bargain Unit Elig. SEIU
Occupational Group: Maintenance

PRIMARY PURPOSE:

To perform routine custodial and building service activities.

SUPERVISION:

Under direct supervision.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Cleans assigned buildings and facilities including dusting surfaces and fixtures; scrubbing, mopping, stripping, waxing, vacuuming, and/or polishing floors and woodwork; and washing windows and other fixtures.
2. Cleans and disinfects bathrooms and maintains proper supplies for facilities.
3. Utilizes appropriate equipment and tools including vacuum, dust/wet mop, buffer, floor scrubber, carpet extractor, etc.
4. Reads labels and mixes chemicals according to instructions.
5. Picks up trash and litter throughout assigned areas, including picking up recycled paper from established locations, and disposes appropriately.
6. Maintains equipment and materials used in the work and replenishes supplies.
7. Utilizes appropriate safety equipment and procedures.
8. Assists in light labor activities such as moving furniture, heavy equipment and supplies.
9. Follows appropriate security measures such as locking doors and windows and acts as watchman as required.
10. Maintains supply records as necessary.
11. Removes snow and ice from sidewalks and areas around buildings such as steps as required.
12. Cuts grass as required utilizing appropriate lawn mowing equipment.

IMPORTANT FUNCTIONS:

1. Maintains a neat and orderly storage area for supplies and equipment.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Cleaning and polishing agents including their proper use and application.

Abilities

Operate hand controlled appliances and other assigned equipment; utilize appropriate safety equipment and follow appropriate safety procedures and precautions when carrying out essential functions; maintain supply records; follow oral and written instructions including chemical labels; communicate effectively verbally; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

This is an entry-level position, previous experience in custodial duties and responsibilities is preferred but not required.

Physical Requirements

Performs bending, squatting, climbing, walking, standing, kneeling, and reaching both to ground level and overhead; occasionally crawls and twists to clean in low or small areas; lifts and carries up to 50 pounds; pushes and pulls up to 100 pounds; must be able to hold and grip objects as well as sort supplies.

Working Environment

Both indoor and outdoor working environment with exposure to dust and pollen as well as a variety of extreme weather conditions; subject to mechanical, electrical, and chemical hazards associated with cleaning equipment, supplies, and minor maintenance assignments; susceptible to dust, pollen, strong odors, fumes, working in cramped spaces and general safety hazards associated with cleaning such as wet floors; exposed to contagious diseases and health risks associated with cleaning.

Licensing/Certification

Some assignments required the incumbent to possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Must successfully complete a FAA security background investigation for assignment to the Springfield/Branson Regional Airport.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 2282
Comments:	Updated Abilities	Date: 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____