Job Description

Job Title:	Custodian	Classification:	Classified
Department:	Health and Public Works	Grade:	110
Occupational Group:	Maintenance and Trades	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs a variety of cleaning, building and ground maintenance duties in addition to minor repair activities around various City facilities.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Cleans, vacuums, scrubs floors, washes windows and equipment, dusts, polishes furniture, and sanitizes restroom facilities.
2. Sets up chairs, tables, and other equipment for meetings and other activities.
3. Maintains an inventory of equipment, tools, supplies, and materials at the assigned facility.
4. Ensures facilities are properly locked at closing time as required at airport facilities.
5. Performs building maintenance and repair duties including stripping, waxing, and buffing floors, changing light bulbs, and painting.
6. Empties trash and recycling receptacles; ensures receptacles are outside for trash and recycling services.
7. Contributes effectively to the assigned Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
8. Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Equipment and supplies used for cleaning and custodial duties; general building maintenance methods and practices including painting, plumbing, floor stripping and waxing, and light carpentry; general groundskeeping methods and practices including equipment use and maintenance.

Skill in: Establishing and maintaining effective working relationships with staff and the public; understanding and following oral and written instructions; cleaning and maintaining building and grounds.

Education: High school diploma or GED equivalent required.

Experience: One year of full-time custodial experience preferred, but not required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This position works in an indoor environment. Must possess mobility to work in and around City buildings and facilities; operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work; work in confined spaces and around machines; operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone or radio. Fieldwork requires frequent walking in operational areas to identify problems or hazards. Positions in this classification bend, stoop, kneel, and reach when cleaning. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 30 pounds. Employees must have the ability to lift up to 20 pounds overhead.

Employees work in and around buildings and facilities and are exposed to loud noise levels, cleaning chemicals, and hazardous physical substances and fumes.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Positions at airport facilities require additional criminal history records check by the Transportation Security Administration (TSA) which includes fingerprinting.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	