

CITY OF OSHKOSH

POSITION DESCRIPTION

Position: **Building Maintenance Custodian**

Department: Administrative Services

Division: Facilities Maintenance

Reports to: Director of General Services

Date: September 29, 2004

POSITION SUMMARY

Work involves responsibility for the efficient performance of a variety of skilled and unskilled tasks in the custodian care and maintenance. Work is subject to inspection by the Maintenance Coordinator for established standards of cleanliness and compliance with instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Clean and sanitize restrooms and replenishes supplies; clean spills; clean drinking fountains, mirrors, tables, countertops, cupboards, walls, fixtures, blinds, light fixtures, stainless steel, etc.
- Sweep, vacuum, mop, dust, dust mop, shampoo, strip, wax, polish, and burnish floors; clean carpets and furniture, etc.
- Dump garbage, handle recycling and keep garbage cans clean.
- Wash windows, walls, metal and woodwork.
- Pick up litter from around building and grounds.
- Set up and take down tables, chairs, stage and audiovisual equipment as needed.
- Inspect and maintain assigned custodial equipment and small tools for proper operating condition.
- Attend first aide/CPR training; bloodborne pathogen training and material safety training yearly, in addition to any other training provided by the employer.
- Responsible for picking up custodial supplies; accepting and storing delivered supplies when arriving at City Hall or Safety Building.
- Perform minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi skilled trades work.
- Pick up and deliver mail/packages and other materials as required.
- Open and close, lock and unlock facilities as needed and be responsible for building safety and security.
- Maintain records of work completed.
- Maintain current skills and knowledge in the proper and safe techniques of building maintenance and material safety.
- Maintain and adjust thermostat settings for proper heating and cooling.
- Perform outdoor duties, such as watering plants and trees, cleaning cobwebs off the building, mow lawn and shovel snow.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma or equivalent.
- Valid WI driver's license

Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of equipment, materials and supplies used in building and grounds maintenance.
- Working knowledge of equipment and supplies used to do minor repairs.
- Skill in operation of listed tools and equipment.
- Ability to work independently and to complete daily, weekly, monthly and seasonal activities according to a work schedule; ability to lift heavy objects, walk and stand for long periods of time; ability to communicate orally and in writing; ability to use equipment properly and safely; ability to understand and follow written and oral instructions; ability to establish effective working relationships.

TOOLS AND EQUIPMENT USED

Floor burnisher/stripper, washer/dryer, vacuums, mops, broom dust mops, dusting equipment, and wood working tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; climb; walk; use hands to finger; handle, feel and/or operate objects, tools and controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of loud noises.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check, and proof of a valid drivers license and insurance converge. Job related tests may be required.

The duties listed above 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.

The job description does not constitute an employee agreement between the employer and is subject to change by the employer as the need of the employer and requirements of the job change.

Revised 1/21/10