

City of Lester Prairie

Job Description

Position Title: Custodian

Department: Administration

Accountable To: Financial Director/City Clerk

Primary Objective of Position:

Under immediate supervision, the Custodian performs cleaning, maintenance, ground keeping and/or housekeeping services to ensure buildings and grounds are cleaned and properly maintained. The Custodian works independently, in accordance with established policies, procedures and routines. Work is completed with direction and training provided as to how and what to use in cleaning, with oversight by supervisor. The Custodian performs routine light work in the cleaning of rooms, baths, offices and halls.

Essential Job Duties and Responsibilities:

1. Performs general cleaning of City facilities including City Offices, Police Office, and Water Treatment Facility bathrooms and meeting rooms using a variety of equipment such as vacuums, buffers, and carpet cleaners.
 - 1.1. Scrub and wax floors;
 - 1.2. Wash walls and wainscoting;
 - 1.3. Shampoo/vacuum carpets;
 - 1.4. Collect waste and recyclables for disposal;
 - 1.5. Ensure restrooms are cleaned and sanitized and supplies are stocked;
 - 1.6. Wash windows;
 - 1.7. General cleaning, dusting and upkeep of all areas.
2. Maintains the grounds of City facilities using a variety of equipment such as mowers, riding mowers, weed whips, snow blowers, and shovels.
3. Communicates facility damage, issues and needs with the City Clerk.
 - 3.1. Provide notification of any damage or equipment repair needs;
 - 3.2. Provide notification of supply and equipment needs.
4. Opens city hall for rental, meetings and events during non-normal business office hours.
5. Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
 - 5.1. Knows and follows safety rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;

- 5.2. Perform regular checks on assigned equipment for safety, operation and efficiency.
6. Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
7. Perform other duties as may be assigned or required.

Minimum Requirements:

High School Degree with one year of experience in a related field or equivalent education and experience required.

Knowledge, skills and abilities required include:

- Ability to effectively communicate verbally and in writing.
- Interpersonal skills sufficient to exchange and or convey information, receive work direction, and maintain effective working relationships with others;
- Knowledge of general cleaning supplies and procedures;
- Knowledge of proper lifting techniques;
- Knowledge of and ability to use power cleaning tools and equipment and motorized tools and equipment;
- Demonstrated ability to carry out assigned projects to their completion in a timely manner.
- Ability to successfully respond to changing circumstances;

Physical Demands & Working Conditions

Work is performed at City facilities, grounds and parking lots. Work requires moving between rooms and buildings. Requires working outdoors in all types of weather conditions. Routinely exposed to fumes, dust, chemicals, biohazards, unpleasant odors, dirt, grease, loud noise, and moving equipment. Vision abilities including close vision, distance vision, peripheral vision and ability to focus as it relates being able to read chemical containers, instruction manuals, etc. There is intermittent attention to detail and deadlines. There may be intermittent call backs after regular shifts and on weekends.

Activities include frequent walking, constant bending, stooping, and reaching; spends majority of time on feet. Assigned tasks require ability to climb, balance, stoop, squat, kneel, bend, walk, stand, and reach above shoulder height. Requires use of fine motor skills to manipulate objects requiring manual and large motor skills which include standing and walking. Some material handled may have sharp edges, thus requiring protective gear. Some lifting and moving heavy furniture and equipment. Tasks may be performed on man lifts and ladders (up to 30 feet), in small spaces, such as mechanical rooms, on the roof and outside. The ability to move supplies or equipment with the aid of a two-wheeled or four-wheeled cart or furniture mover is required. Intermittent requirement to lift or move up to 25 pounds.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

The employer retains the discretion to add duties or change the duties of this position at any time.