

City of Alamosa Job Description

Position: Custodian I

Reports to: Facility Manager

Supervision Exercise: None

FLSA: Non Exempt

General Statement of Duties:

Routine cleaning and related tasks in and around the City Facilities. Work involves the performance of a variety of custodial tasks and may be carried on during the day as well as night. Work is generally performed in accordance with established procedures but specific instructions may be given on unusual problems. Work is subject to inspection by the Facility Manager, Director, or designee for maintenance or established standards of cleanliness and compliance with instructions.

NOTE: The essential functions and major responsibilities listed 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. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

Essential Functions:

1. Sweeps, vacuums, dusts, waxes, mops, scrubs and washes windows, floors, walls, furniture, lockers, showers, and restrooms and other City property and/or equipment.
2. Cleans restrooms and replenishes supplies.
3. Changes light bulbs and performs general cleaning and custodial duties.
4. Moves, sets up and takes down tables and chairs and other equipment/material for various functions in meeting rooms.
5. Performs building security checks.

Knowledge of:

1. Knowledge of cleaning materials, methods, equipment, and procedures.
2. Knowledge of the use and care of cleaning equipment.
3. Knowledge of Material Safety Data Sheets and how to use hazardous chemicals safely.

Ability to:

1. Operate related cleaning equipment.
2. Maintain confidentiality of all documents, conversations, photographs, and any other information located in City property.
3. Learn repetitive tasks quickly.
4. Understand and follow oral and written instructions.
5. Speak, read, and write in the English language.
6. Develop and maintain effective working relationship with the general public and city staff.

Education/Experience Requirements:

1. Any combination of training and related experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma or equivalent.
2. Prior custodial experience in an institutional environment desired.

Additional Requirements:

Must possess a valid Colorado driver's license and an acceptable driving record, in accordance to City's insurance guidelines.

Working Environment:

Approximately 95% of the essential duties/activities for this position are performed indoors in a climate-controlled environment.

Material and Equipment Directly Used:

Cleaning chemicals, ladders, floor scrubbers, mops, buffers, equipment dollies, small tools, lifts, and other materials and equipment not listed.

Required Physical Capabilities:

Duration	Not at	Occasionall	1-3	4-6	7-8
Lift/Carry					
0-10 .lbs				XX	
11-20 .lbs				XX	
21-40 .lbs			XX		
41-60 .lbs			XX		
Push/Pull					
0-20 .lbs				XX	
21-25 .lbs				XX	
26-50 .lbs				XX	
51-75 .lbs			XX		
76-100 .lbs			XX		
Bend					
			XX		
Overhead Reach					
			XX		
Twist/Turn					
				XX	
Kneel/Squat					
			XX		
Sit					
		XX			
Stand/Walk					
					XX
Climb Ladder/Stairs					
			XX		

Print Employee Name

Employee Signature

Date

Supervisor

Date