



JOB TITLE:	Building Custodian	DEPT:	Administration
JOB TYPE:	Full-Time Non-Exempt	LOCATION:	City Hall 439 Main Street

OVERVIEW:

Building maintenance and janitorial duties within all City facilities, parks, trailhead and downtown areas.

JOB DUTIES:

- Clean City buildings (City Hall, Police Station, Library), including office spaces, common spaces, and restrooms.
- Empty outdoor trash throughout the City.
- Light maintenance of facility interior and exterior.
- Clean lake and park shelter houses and restrooms as needed.
- Mow the grass surrounding the designated maintenance buildings.
- Seasonal duties including watering of flowers and salting sidewalks.
- Other duties as assigned.

WORKING CONDITIONS:

The work involves occasional moderate risks or discomforts which require special safety precautions, e.g. working around moving parts or machines, irritating chemicals, etc. Employee may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield.

The work requires some strenuous physical exertion such as walking over rough or difficult terrain; recurring standing, stooping, climbing, or walking; recurring lifting of moderately heavy items weighing between 25 and 74 pounds and may require the occasional lifting of objects weighing in excess of 74 pounds. The work may require specific physical characteristic and abilities such as heightened strength, mobility, dexterity, and full range of motion.

The position requires knowledge and the ability to use hand tools, ladders, and cleaning/maintenance equipment. It is subject to considerable stress caused by a changing environment, emergency situations, emotional incidents, and workload.

QUALIFICATIONS:

Minimum Qualifications:

- Must have a high school diploma or equivalent.
- Maintain a current Kansas driver's license and an insurable driving record with city's insurance carrier.
- Can clearly and concisely express ideas both orally and in writing to maintain effective working relationships with constituents, City department heads, appointed board members, and elected public officials.
- Ability to perform all tasks with a high level of professional conduct.

The job description above is intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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