

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Custodian
FUNCTIONAL AREA: Cross-Departmental

WORK OBJECTIVE:

Under direction, performs responsible janitorial work involving the care and maintenance of various municipal buildings. Although the employee works independently and is often physically removed from supervision, duties are performed within the framework of pre-established policies and procedures.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Vacuums and shampoos carpet.
- Scrubs, mops, waxes, strips and polishes floors.
- Dusts, cleans and polishes furniture and woodwork.
- Cleans windows, doors, walls, tiles, air conditioning vents, etc.
- Cleans restroom facilities, e.g., toilets, sinks, floors; replaces paper supplies and soap in restrooms.
- Maintains inventory of cleaning and paper supplies; prepares and maintains routine records and logs; requisitions supplies as needed.
- Sets up and takes down tables, chairs, platforms and podiums for meetings.
- Moves office furniture and equipment; assists in making simple repairs to building equipment and furniture.
- Empties waste baskets; takes out trash for disposal.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED, some janitorial experience preferred; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of methods, materials, chemicals and equipment used in commercial cleaning.

Knowledge of special equipment such as electronics equipment and sound systems, etc.

Custodian

Ability to understand and follow written and oral instructions.

Ability to perform work requiring strength and dexterity; ability to perform work for extended periods of time while standing.

Ability to operate basic yard maintenance equipment and machinery.

Ability to adhere to prescribed routines and practices.

Ability to read and write English.

Ability to prepare and maintain routine records and logs.

Ability to operate basic office equipment.

Ability to perform moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials, supplemented by a demonstrated ability to read and write English.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). May require occasional lifting, carrying, pushing, and/or pulling of heavier objects.

ENVIRONMENTAL REQUIREMENTS:

Tasks are performed in outdoor and indoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around potentially hazardous environments and/or chemicals, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.