



City of Irving Job Description

Custodian

FLSA Status:	Non-Exempt	Job Department:	Multiple Departments
Job Code:	04662 (FT) 99855 (PT)	Reports To (Job Title):	Designated Supervisor

PURPOSE

This position performs a range of custodial duties related to the care, cleaning and minor maintenance of assigned buildings and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Sweep, vacuum, mop, wax, strip and polish floors and carpets.
- Clean and sanitize restroom facilities and fixtures.
- Remove refuse and debris from City parking lots and paved areas.
- Stock supplies in restrooms.
- Maintain custodial equipment in proper working condition.
- Dust and polish furniture and woodwork.
- Wash windows, wall, mirrors and ceilings.
- Empty waste receptacles.
- Clean and deodorize refrigerators as needed.
- Break down boxes and empties recycling bins.
- Identify and perform minor building maintenance in assigned buildings and facilities.
- As assigned, clean cages at the Animal Shelter.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Move and arrange furniture and equipment for meetings and special functions.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position has no specific financial responsibilities.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Formal or informal education and training which ensures the ability to read and write at a level necessary for successful job performance.

EXPERIENCE

- Six months related custodial experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- None.

KNOWLEDGE OF

- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness, repair, and efficiency.

SKILLS AND ABILITIES IN

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Service Orientation: Actively look for ways to help people.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Basic Reading Comprehension: Reading and interpreting simple written documents sufficiently to perform assigned tasks.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Speech Recognition: Identifying and understanding the speech of another person.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Self-Management: Working independently and without supervision.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position. **Note:** At assigned department's prerogative, instructions may be more detailed.

CONTACTS

Interacts with Supervisor and City employees.

EQUIPMENT AND PROPERTY

Powered cleaning equipment (e.g. shampoo machine / scrubbers, vacuum cleaners / wet vac, stripper, etc.) and/or automobile.

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.*

The employee constantly is required to carry, listen, pull, push, and/or see. Frequently, s/he is required to grasp, handle, feel, reach, stand, stoop, and/or walk. S/he occasionally is required to kneel, lift up to 10 pounds, smell, and/or talk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to extreme vibration, blood-borne pathogens, a dirty environment, electrical hazards, air contamination, high and precarious work spaces, moving mechanical parts, noise, and/or toxic or caustic materials. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.