



CITY OF ALACHUA

JOB DESCRIPTION

FACILITIES CUSTODIAL WORKER

DEPARTMENT: Administrative Services: Facilities Maintenance Division

REPORTS TO: Facilities Maintenance Supervisor

SUPERVISES: None

FLSA: Non-Exempt

GENERAL DESCRIPTION:

Semi-skilled manual work performing custodial and maintenance duties. Performs sanitation control and checks safety hazards. Work is performed under direct supervision of the Facilities Maintenance Supervisor.

ESSENTIAL JOB FUNCTIONS:

1. Performs cleaning and janitorial duties in City facilities as required.
2. Sweeps, mops, strips, waxes and vacuums floors as needed.
3. Cleans windows and polishes and dusts furniture.
4. Cleans and sanitizes restrooms.
5. Collects and removes trash in buildings and other related areas.
6. Assists with maintaining custodial supplies inventory.
7. Reports needs for facilities repairs to supervisor.
8. Notifies supervisor of any safety hazards.
9. Assists with moving office furniture and equipment.
10. May operate light equipment.
11. Assists Facilities Maintenance Coordinator with maintenance duties and minor repair.
12. Performs other related duties as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Ability to follow written and oral instructions. Skill in operation and maintenance of equipment and tools related to the position. Ability to perform manual labor for extended periods. Ability to recognize safety hazards in the work involved, and to take precautionary measures to protect self and others.

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. Some custodial experience preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Must possess a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without corrections).
Acceptable hearing (with or without hearing aid).
Moderate to heavy (45 pounds and over) lifting and carrying.
Walking.
Standing.
Stooping.
Driving.
Equipment operation.
Bending and kneeling.

ENVIRONMENTAL CONDITIONS:

Works inside.
Works out-of-doors in various weather conditions with: dust, dirt, noise.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Organization.

Employee Name (please print)

Date

Employee Signature