

TITLE: Custodian

PW/37

DEPARTMENT: Public Works, City of Franklin

JOB SUMMARY: This position participates in a variety of custodial duties.

**MAJOR DUTIES:**

- o Operates buffing machine.
- o Removes trash; cleans trash bins.
- o Cleans restrooms.
- o Mops and sweeps floors; vacuums carpets; waxes floors.
- o Cleans windows; dusts offices.
- o Delivers mail.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of the tools and techniques used in the cleaning of municipal buildings.
- o Knowledge of cleaning chemicals and equipment.
- o Skill in the use of job related tools, equipment, and materials.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Custodian Supervisor assigns work in terms of detailed and specific instructions. The supervisor spot-checks work-in-progress and upon completion for accuracy, adequacy, and adherence to instructions and established guidelines.

**GUIDELINES:** Guidelines include department policies and safety procedures. These guidelines are clear and specific.

**COMPLEXITY:** The work consists of directly-related custodial duties.

**SCOPE AND EFFECT:** The purpose of this position is to participate in custodial duties. Successful performance in this position contributes to well maintained city buildings.

**PERSONAL CONTACTS:** Contacts are typically with other city personnel and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to resolve problems and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects.

**WORK ENVIRONMENT:** The work is typically performed indoors and outdoors. The employee is exposed to dust, dirt, grease, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, and gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write and perform basic mathematical calculations.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

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**Employee Signature**

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**Date**

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**Department Head/Supervisor Signature**

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**Date**