

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF079 Custodian I
POSITION #/TITLE: 0190, 1176, 1177, 2262, 2268, 2269 Custodian I	Adopted: 05-02
	Revised: 02-16

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Facilities Maintenance Services	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 14
Reports To Position #/Job Code #/JC Title: 2445/NB377/Environmental Services Supervisor	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Heavy	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Physical Qualifications; General knowledge test
Personal Protective Equipment: Steel-toe shoes/boots, safety glasses, hearing protection, gloves	

General Statement of Duties

Provides labor, janitorial, maintenance and security services for the Facilities Maintenance Division.

Distinguishing Features of the Class

Works under indirect supervision, performing highly prescribed work, with little variance in method or technique, but with some choice in schedule and order of procedure.

Examples of Essential Work (Illustrative Only)

Provides comprehensive floor care program to a variety of flooring surfaces;
 Cleans restrooms; breakrooms; offices; hallways;
 Washes walls, woodwork and windows;
 Dusts furniture;
 Provides security service for the facility in the evening hours;
 Assists in painting, wall repair and other such minor maintenance actions;
 Prepares rooms for meetings, cleans and rearranges furniture;
 Performs some outdoor maintenance work such as litter pickup, emptying trash receptacles, snow and ice removal;
 Performs delivery and pickup work;
 Assists in the set-up and tear down of equipment for special functions within the facility;
 Provides verbal and written information concerning maintenance and repair of the facility and associated grounds;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Knowledge of effective methods and techniques of building cleaning and maintenance;
Skill in the various methods and techniques of building cleaning, maintenance and minor repair;
Ability to operate the following equipment and tools: broom, mop, floor polisher, power and hand tools, pick-up truck, and standard safety equipment;
Skill in interpersonal relations as applied to the public and co-workers;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Requires a minimum of one year of experience as a building maintenance worker, including some experience in minor mechanical, electrical and minor building repair work; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Iowa Driver's License upon appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment and tools;
Sufficient personal mobility, which permits the employee to operate the following equipment and tools: broom, mop, floor polisher, lawnmower, snowblower, power and hand tools, pick-up truck, and standard safety equipment.