

**CITY OF STUART
JOB DESCRIPTION**

Title: CUSTODIAN
Department: Building Maintenance Team
Job Code: 8070
Grade: I02
Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Team Leader III or Deputy Public Works Director, performs manual and custodial work in the cleaning and routine maintenance of City facilities and grounds. Duties include cleaning and maintaining offices and restrooms, performing general grounds maintenance around entrances and related custodial duties as assigned. Work is reviewed through observation of completed work and adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Cleans, vacuums and dusts offices and restrooms, cleans air filters and vents.
2. Sweeps, strips, mops, waxes and buffs floors.
3. Washes windows, empties trash cans; sorts materials for recycling program; dusts and polishes furniture, woodwork and shelves.
4. Stocks offices and restrooms with appropriate supplies.
5. Prepares facilities for meetings and related functions; sets up chairs, tables, podiums and other required furniture or fixtures.
6. Locks or unlocks doors as directed.
7. Routine maintenance of City facilities including minor ground maintenance.

NOTE: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an

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essential function does not preclude management from assigning specific duties not listed herein.

REQUIREMENTS

A. Training and Experience:

High School Diploma or GED, supplemented by experience in custodial work.

Must possess a valid Florida driver license.

B. Knowledge, Abilities and Skills:

Knowledge of cleaning materials and chemicals (example; bleach, etc.).

Ability to perform general custodial tasks in a timely manner.

Ability to follow oral and written instructions.

Ability to work effectively with other employees and the general public.

Skill in the operation of machinery and equipment used in general custodial work.

C. Physical Requirements:

Task involves frequent walking, standing, occasional bending, stooping, reaching, pushing, pulling, stretching, climbing ladders; some lifting and carrying objects of moderate weight (30-50 pounds); and the operation of vehicles, office, shop keyboard or hand tools in which manipulative skills and eye-hand coordination are important ingredients of safe and or productive operations.

D. Environmental Requirements:

Task may require exposure to strong odors and or smoke.

E. Sensory Requirements:

Task requires depth perception and discrimination

Task requires visual perception and discrimination

Task requires sound perception and discrimination

Task requires oral communication abilities

Task requires odor perception and discrimination

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee