

Custodian II

Department: Building Maintenance
Reports To: Building Maintenance Superintendent
Salary Grade: 3
FLSA Status: Non-Exempt

Position Summary

Under the direction of the Building Maintenance Superintendent, Custodian II is responsible for maintaining clean, safe, and well-functioning City facilities. This role supports daily operations across City buildings and helps ensure that employees, residents, and visitors experience a professional and welcoming environment.

Key Responsibilities

Facility Cleaning & Upkeep

- Maintain the cleanliness of City buildings, including offices, restrooms, and public areas
- Perform floor care, including sweeping, mopping, buffing, and carpet cleaning
- Sanitize high-use surfaces and replenish supplies

Building & Grounds Support

- Maintain building entrances, sidewalks, and surrounding areas, including snow removal and litter pickup
- Wash windows, walls, and fixtures to maintain facility appearance
- Assist with seasonal and periodic deep cleaning tasks

Basic Maintenance & Repairs

- Perform minor maintenance tasks, including painting and basic repairs
- Replace light bulbs and perform routine upkeep tasks
- Identify and report larger maintenance issues

Facilities Operations Support

- Set up and take down rooms for meetings and events
- Open, close, lock, and secure facilities as needed
- Maintain records of completed work

Equipment & Safety

- Operate and maintain custodial equipment and tools
- Follow proper safety procedures and handling of cleaning products
- Maintain awareness of building safety conditions

Minimum Qualifications

- High school diploma or GED
- At least one (1) year of custodian, facilities, or related experience
- Valid driver's license
- Ability to operate custodial equipment safely

Preferred Qualifications

- Experience in municipal, school, or commercial facilities
- Basic knowledge of building systems (HVAC, electrical, plumbing)
- Experience with floor care equipment and techniques

Physical Demands & Work Environment

- Regular lifting, bending, standing, and movement throughout shifts
- Ability to lift to 100 pounds occasionally

- Exposure to cleaning chemicals, equipment, and varying indoor/outdoor conditions
- Work may involve heights, mechanical equipment, and seasonal weather conditions

Why Join the City of Franklin

The City of Franklin is committed to providing high-quality public service to our community. Our facilities team plays a vital role in ensuring safe, clean, and welcoming environments for both employees and residents.

We offer:

- Stable public sector employment
- Competitive pay and benefits
- A collaborative and respectful workplace
- Opportunities to grow and develop within the organization

Equal Opportunity Employer

The City of Franklin is an Equal Opportunity Employer and is committed to fostering an inclusive workplace.

Additional Information

This job description is intended to describe the general nature of the work performed. It is not a contract of employment and may be modified as organizational needs change. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.