

## **City of Franklin Job Description**

**Job Title :** Maintenance Custodian

**Department :** Building Maintenance

**Reports To :** Building Maintenance Superintendent

**Salary Range :** Salary Grade 3

**Prepared By :** Dana Zahn, Human Resources Coordinator

**Prepared Date :** August 2015

**Approved Date :** August 2015

**Summary:**

Under the general direction of the Building Maintenance Superintendent, the Maintenance Custodian performs a variety of skilled and unskilled tasks in the custodial care and maintenance of City buildings.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

Change light bulbs and fluorescent tubes.

Sweep, vacuum, mop, dust, shampoo, steam clean, strip, wax, polish, and buff floors, carpets, and furniture, etc.

Dump trash cans and garbage and reline cans with liners.

Clean and sanitize restrooms and replenish supplies; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.

Wash windows, walls, metal and woodwork.

Clean and shovel sidewalks including the use of a snow blower.

Pick up litter around buildings and grounds.

Perform minor building maintenance and repairs such as painting, floor covering, plumbing, electrical, carpentry, mechanical, and other unskilled and semi-skilled trade work.

Inspect and maintain assigned custodial equipment and small tools for proper operation condition.

Open and close, lock and unlock facilities as needed.

Set up meeting rooms as needed, including setting up or taking down tables, chairs, etc.

Keep records of work completed.

Maintain current skills and knowledge in the proper and safe techniques of building maintenance.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representation of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High School diploma (or G.E.D) with a minimum of one year of related work experience. Knowledge of basic HVAC, electrical, and plumbing repair is required.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out simple multi-step instructions.

**Other Skills and Abilities:**

Working knowledge of equipment, materials, and supplies used in building and grounds maintenance to do minor repairs.

Some knowledge of first aid and applicable safety precautions.

Ability to work independently and to complete daily activities according to work schedule.

Ability to communicate verbally and in writing.

Ability to use equipment and tools properly and safely.

Ability to establish effective working relationships.

**Tools and Equipment Used:**

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, snow blowers, shovels, salt spreaders, ladders, and power tools (such as drills and saws).

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.