


JOB DESCRIPTION

Custodian

Date of Last Revision: October, 2021

 WESTERLY Rhode Island	DEPARTMENT	Public Works		
	REPORTS TO	Manager of Buildings and Grounds		
	FLSA STATUS	Non-Exempt; Full-Time		
	POSITION TYPE	Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Manager of Buildings and Grounds, the Custodian is responsible for performing a variety of cleaning and minor maintenance tasks in building and grounds.

ESSENTIAL JOB FUNCTIONS

- Sweeps, dry mops, scrubs, waxes and polishes floors.
- Uses a variety of custodial equipment including but not limited to brooms, MPs, vacuum cleaners, buffers and scrubbers.
- Dusts, polishes and waxes furniture.
- Empties wastebaskets and external ashtrays.
- Washes walls, windows and blinds.
- Climbs ladders to clean ceilings and high walls and to place items.
- Run general errands to purchase supplies when requested.

ADDITIONAL JOB FUNCTIONS

- Other duties and projects as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Basic cleaning and custodial tasks.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures, guidelines, and rules.
- Interpersonal, verbal, and written communication for interaction with others.

ABILITY to:

- Follow instruction and complete work after receiving initial oral or written instructions.
- Maintain a professional attitude and maintain consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Work hours beyond the regularly scheduled workday when needed and pre-approved.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School Diploma or GED Equivalent.
- Minimum of one (1) year of experience in a custodial or maintenance capacity.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Working in in a normal office environment with light to moderate noise levels and controlled temperature conditions.

PHYSICAL DEMANDS *including:*

- Finger and hand dexterity to handle, feel, or operate tools and equipment and to operate equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Sitting; ascending and descending stairs, scaffolding, and ramps; and maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
- Moving about on hands and knees; bending body downward and forward, requiring full use of the lower extremities and back muscles; reaching with hands and arms and pushing, and carrying and/or lifting to eighty (80) pounds.

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.