

**City of Perry
Job Description**

Custodian

Supervised By: Superintendent of Public Works and City Clerk
Supervises: No supervisory responsibility

General Summary:

Under the supervision of the Superintendent of Public Works and the City Clerk, performs a variety of custodial tasks related to the upkeep of City facilities and grounds maintenance. This is a part-time position requiring approximately 12-16 hours per week.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Cleans and maintains offices, meeting rooms, and public areas in all City buildings. Sweeps, vacuums and/or mops floors, stairways, elevator and walkways, cleans fixtures, washes walls and windows, dusts surface, cleans and disinfects lavatories, cleans ceiling vents, light covers and removes trash and refuse.
2. During summer/fall months, clean and maintain Veteran's Memorial pavilion and bathrooms.
3. Replaces light bulbs, furnace filters and pest control devices, reports damaged or broken equipment, doors, windows and walls, paint, ect.
4. Inspects and maintains custodial equipment and tools for proper operating condition.
5. Ensures proper inventory of supplies and stock room items.
6. Keeps records of projects completed, supplies used, and maintenance schedules.
7. Picks up litter on public grounds.
8. Performs related work as needed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- ✎ Educational requirements include a high school diploma or equivalent.
- ✎ Experience in building maintenance, cleaning or grounds keeping preferred.
- ✎ A valid Michigan driver's license is required.
- ✎ Good knowledge of the practices and safety issues involved in cleaning public buildings.
- ✎ Skill in the performance of manual tasks and cleaning activities.
- ✎ Ability to work independently and complete projects in a timely manner.
- ✎ Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with other employees and the public.
- ✎ Ability to communicate effectively and follow safety and operation guidelines.
- ✎ Ability to operate power mowers, weed whackers, and other grounds keeping equipment.
- ✎ Ability to work effectively under stress and changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop and kneel. The employee frequently is required to climb or balance on stairs and ladder. The employee must regularly lift and/or move objects of moderate to heavy weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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