

City of Vicksburg Job Description

Job Title: Custodian
Department: Building Maintenance
Reports To: Head Custodian
FLSA Status: N
Prepared By: DLB
Prepared Date: January 9, 2018
Approved by Antoinette Bradley, April 24, 2018

Summary Keeps City offices in clean and orderly condition and provides general custodial services as required by performing the following duties.

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

Sweeps, dusts, mops, scrubs, and vacuums hallways, stairs and office space.

Empties tenants trash and garbage containers.

Maintains general supplies for rest rooms, kitchens, etc.

Notifies management concerning need for repairs to lighting, heating, and ventilating equipment.

Cleans outside area including debris from sidewalk.

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 representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Education and/or Experience

High School Diploma or General Education Degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Basic language skills are required for this position.

Mathematical Skills

Basic mathematical skills are required for this position.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

No computer skills are needed for this position.

Certificates, Licenses, Registrations

Must have a valid driver's license.

Other Skills and Abilities

Must be able to work with little to no supervision.

Other Qualifications

Overtime, alternative work schedules, and on-call status may be assigned if needed.

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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

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 regularly exposed to wet and/or humid conditions; fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.