

# Middletown, CT Job Description

<b>Classification Title</b>	Custodian
<b>Job Code</b>	
<b>Department</b>	Multi-Department
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

## PURPOSE OF POSITION

The purpose of this position is to perform general cleaning and minor maintenance functions for municipal buildings and grounds. ~~and to provide~~ Provides assistance to officials, staff and visitors as needed.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Performs custodial cleaning functions, which includes; cleanings offices, windows, doors, stairwells, hallways, and restroom facilities. Maintains supplies in restrooms. ~~Collects and empties trash and recyclables. Sweeps, mops, vacuums and strips and polishes floors and carpets.~~
- Performs grounds maintenance functions, which includes; plowings and sandings sidewalks and parking lots; mowings lawns and trimmings trees and bushes.
- Provides backup and assistance to other personnel, officials and visitors. ~~assists with dispatching duties, assists in preparing and receiving reports and documents, etc.~~
- Performs general maintenance and minor repair functions. ~~replaces light bulbs and filters; installs paper dispensers in restrooms.~~
- Moves desks, chairs and furniture. Sets up meeting rooms.
- ~~Sets security alarms; checks windows and doors. Checks operation of heating and air conditioning systems. Reports problems with operation of heating and air conditioning systems.~~
- ~~Receives, unloads, inspects and distributes deliveries.~~
- Perform other related duties as assigned.

## MINIMUM JOB QUALIFICATIONS

### Education and Experience

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High school diploma or equivalent. ~~with six months of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

### **PREFERRED QUALIFICATIONS**

~~None~~ 6 months to one year of experience.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- ~~Requires the ability to compile, assemble, copy, record and/or transcribe data and information according to a prescribed scheme or plan.~~
- ~~Requires the ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.~~
- ~~Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, correspondence, work orders, MSDS, and general operating manuals.~~
- ~~Requires the ability to communicate orally and in writing with the Superintendent and other department personnel, other City departments and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Follow oral and written instructions and procedures

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- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Eestablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a custodial and maintenance tools and equipment, grounds maintenance equipment, hand tools, and/or materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as operating custodial equipment.~~
- ~~Tasks involve the ability to exert regular and sustained heavy physical effort with an emphasis on climbing and balancing which also involves stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds; and may occasionally involve objects and materials up to 100 pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### WORKING CONDITIONS

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*The working conditions 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.*

- ~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, and intense noises.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/01/15
<b>Dates revised</b>	