



## CITY OF LEON VALLEY JOB DESCRIPTION

<b><u>JOB TITLE:</u></b>	Custodian
<b><u>DEPARTMENT:</u></b>	Public Works
<b><u>FLSA STATUS:</u></b>	Non-Exempt
<b><u>EFFECTIVE DATE:</u></b>	November 10, 2022

### **JOB SUMMARY:**

This position reports directly to the Public Works Director. The purpose of this position is to provide custodial duties for the City of Leon Valley. This is accomplished by performing cleaning and custodial duties.

### **ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Responsible for the efficient and safe operation, care, and appearance of assigned equipment to include washing, checking, and servicing.

Maintains City property by performing a full range of cleaning assignments including cleaning and dusting offices, storerooms, corridors, conference rooms, and other facility areas; sweeping, mopping, waxing and polishing floors; emptying waste containers; vacuuming and cleaning carpets; cleaning blinds, lighting fixtures, and windows; cleaning and sanitizing kitchen and serving areas; cleaning and sanitizing bathrooms and washing outside of building.

Load and unload materials and equipment.

Hear clearly when working around equipment.

Maintains cleaning and maintenance supplies and equipment by managing inventory and cleaning and securing equipment.

Must use all required protective equipment as required by departmental policy or as instructed by supervisor

Read and understand written and oral instructions and plans.

Complete all written reports and paperwork promptly, legible, and accurately.

Read and converse fluently in English.

Converse effectively with the public and other employees in person and in writing.

Must be able to report to work and remain on duty for the duration of the duty day.

May be required to work flexible schedule including possible overtime, to include weekends, holidays, and evenings.

Must not pose a threat to the health and safety of self or others.

Must have the ability to establish and maintain effective working relationships with city employees and the public.

Must have the ability to follow and understand all city policies and instructions given by a supervisor.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use a hammer, broom, cleaning rags and chemicals, and various other power and hand tools in a safe manner.

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. May be in contact with some exposure to dust, chemicals, fumes, and loud noises that are routinely encountered in municipal maintenance and construction operations, using proper safety precautions.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
<b>-Health and Safety Factors-</b>				
Mechanical Hazards				C
Chemical Hazards				C
Electrical Hazards				O
Fire Hazards				R
Explosives				N
Communicable Diseases				C
Physical Danger or Abuse				R
Inclement Weather				O

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
<b>-Environmental Factors-</b>				
Respiratory Hazards				M
Extreme Temperatures				D
Noise and Vibration				M
Wetness/Humidity				M
Physical Hazards				C

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 20 pounds up to 50 pounds, and pull, push, or drag up to 100 pounds of equipment; climb, crawl, kneel, squat, stoop and bend freely when repairing, cleaning, or constructing various municipal property. Walks long distances on hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

<b>-Physical strength for this position is indicated below with "X"-</b>				
Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

Must be able to stand for extended periods of time while performing various tasks.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	around work site, communicating with co-workers
Sitting	R	in work truck, while completing various projects
Walking	C	around work site
Lifting	C	equipment, supplies
Carrying	C	equipment, supplies
Pushing/Pulling	C	equipment, tables and chairs
Reaching	C	for supplies
Fine Dexterity	R	
Kneeling	C	retrieving items from lower shelves/ground
Crouching	C	retrieving items from lower shelves/ground
Crawling	N	inside attics/pipes/ditches, under equipment
Bending	C	making repairs
Twisting	C	getting inside vehicle
Climbing	F	ladders, onto equipment, stairs
Balancing	O	on equipment, on ladders
Vision	C	observing work site
Hearing	C	listening to equipment
Talking	O	communicating with co-workers and public and on telephone
Foot Controls	C	Walking
Other (specified if applicable)		

### **JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	No experience required.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Position has no fiscal responsibility.
Reading	None.
Math	None.
Writing	None.
Certification & Other Requirements	Valid Texas Driver's License preferred

### **PRIMARY WORK LOCATION**

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other (See Environmental Factors)	X
Recreation/Neighborhood Center	X		