

City of Fort Worth, Texas Job Description

Classification Title	Custodian		
Job Code:	ST5080	Job Family:	Service Trades
Pay Grade	502	Date Reviewed:	06/11/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs a full range of custodial duties related to the care, maintenance and cleaning of assigned buildings and facilities; participates in other assigned manual labor tasks. Responds to and resolves customer complaints, sets up and takes down tables and chairs for City functions.

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. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Sweeps, mops, scrubs, waxes, strips and polishes floors including linoleum, tile and hardwood floors. Vacuums and shampoos carpets. Operates cleaning equipment including buffers, sweepers, and scrubbers.
2. Dusts and polishes furniture, woodwork, fixtures, and equipment; wash windows, mirrors and walls including window blinds and shutters; cleans and polishes metal fixtures; and, sweeps breezeways.
3. Cleans and sanitizes drinking fountains and restrooms; replenishes and maintains restroom supplies including soap dispensers, tissue and towels.
4. Moves and stores office furniture and equipment.
5. Sets up tables and chairs for varied City meetings upon request.
6. Cleans and maintains outside areas; sweeps curbs and collects trash; and, participates in light landscaping activities as required.
7. Oversees community service workers in cleaning and sanitation duties in the Municipal Complex.
8. Maintains inventory and orders janitorial supplies. Keeps accurate counts, estimate usage and order supplies.
9. Inspect works of janitorial contract workers, notes deficiencies and works with contract janitorial supervisor to correct.
10. Performs other duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Housekeeping and sanitation methods.
 - Carpet cleaning methods and floor care, buffing, waxing methods.
 - Safe work practices.
- **Skill in:**
 - Organization, time Management, and customer Service.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Track inventory.
 - Follow accepted safety guidelines.

MINIMUM JOB REQUIREMENTS

High school diploma /GED and no experience required.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

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.

Medium work – Depending on assignment, positions in this class typically exert 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.