

# **CORNELIA, GEORGIA CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: CUSTODIAN**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform manual work functions associated with cleaning and maintaining city buildings and facilities including the Train Depot and Community house and all City Public Restrooms. This position reports to the Director of Public Works and Maintenance Department.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Monitors inventory of janitorial supplies and reorders items as needed through appropriate channels.

Mix water and detergents or acids in containers to prepare cleaning solutions according to specifications and follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.

Collect, maintain, and adhere to Material Safety Data Sheets for any and all chemicals used in conjunction with performed duties.

Vacuums, sweeps, mops, scrubs, carpeting and floor surfaces located in hallways, stairs, offices, restrooms, kitchens, public rooms, elevators, and other areas.

Cleans, deodorizes and disinfects bathrooms; cleans mirrors; maintains supply levels of paper and soap products in bathrooms.

Cleans, dusts and polishes furniture, equipment, artwork, fixtures, surfaces, walls, wood paneling, windowsills, trim, doors, vents, and other surfaces.

Assists in setting up or arranging tables, chairs, and other equipment for meetings, court activities, or other events and reorganizing and cleaning up after events.

Cleans and disinfects water fountains, telephones, or other public facilities.

Washes/cleans windows inside and outside.

Empties trash and garbage containers; replaces trash liners in containers; picks up and disposes of trash from floor/ground areas; carries/transportes trash to dumpster or other designated trash receptacle.

Utilizes various equipment, tools and supplies which may include a vacuum cleaner, carpet cleaner, buffing machine, mop, broom, and cleaning equipment.

Adheres to all city Safety Policies and Procedures. Utilizes precautionary safety equipment and monitors work environment to ensure the safety of employees and other individuals.

Performs basic maintenance tasks necessary to keep machinery, equipment, and tools in operable condition; monitors equipment operations to maintain efficiency and safety; reports faulty equipment to Facilities Maintenance's office.

Assists in monitoring inventory levels of equipment, tools, or supplies; initiates requests for new or replacement materials; stocks or distributes incoming supply items.

Prepares or completes various forms, correspondence, reports, time sheets, and other documents.

Receives various forms, reports, or other documentation; reviews, processes, forwards or retains as appropriate.

Communicates via telephone and/or computer to keep the Director of the Facilities Maintenance Department advised of activity and/or problems.

Communicates with supervisors, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Responds to emergency requests as needed; responds to emergency calls after regular work hours as directed by the Department Head.

### **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed in accordance with the direction of the Department Head.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Basic literacy and mathematical skills used in following instructions; communicating with co-workers and the general public; and, performing basic arithmetic (addition, subtraction, multiplication and division). Two to Four months previous experience and/or training involving custodial work preferred. Must possess and maintain a valid driver's license with a satisfactory driving history. Must pass drug test and background checks. Must be flexible with days and hours as some weekend and after-hours work may be required periodically.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Cornelia, Georgia, 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.