



JOB DESCRIPTION

Title: Custodian		Department: Public Services	
Number: 2.001.1.503		Division: Facility Operations	
Status: Non-Exempt	Effective: 07/01/2020	Revised: 10/01/2020	

SUMMARY

This part-time position is responsible for the cleaning, upkeep, and general appearance of Township owned buildings and to perform related duties as required.

SUPERVISION RECEIVED

This position works under the general supervision of the Facilities Manager. Duties are performed according to established procedures and techniques.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

- Clean and maintain designated spaces both inside and outside of Township Facilities on a daily basis, which includes but is not limited to the lobby, restrooms, offices, conference rooms, parking lot, public areas, and jail cells.
- Dust, vacuum, sweep, mop, polish, shampoo carpets, wash windows and empty trash on a daily basis.
- Report maintenance issues as soon as they known and help create a maintenance schedule for office equipment, fixtures and HVAC unit.
- Maintain and stock supply rooms and bathrooms as needed.
- Check for potential safety issues in all public areas on a daily basis and bring them to the attention of the Facilities Manager.
- Securely close and lock all doors, windows, entrances and exits at the end of each day.

ESSENTIAL FUNCTIONS, QUALIFICATIONS, AND KSA'S FOR EMPLOYMENT

All of the following functions, qualifications, KSA's and duties are essential. An employee in this class, upon appointment, should have the equivalent to the following:

Knowledge of basic safety procedures and practices as applied in maintenance work.

Ability to read written instructions.

Ability to perform physical labor involving lifting and carrying moderately heavy objects and standing for long periods of time.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT

A U.S. Citizen or resident alien with the right to work in the U.S. and a high school diploma or equivalent

PHYSICAL DEMANDS

The physical demands described herein 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 disability to perform essential functions.

While performing the duties of this job, the employee is regularly required to use his/her hand to handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to kneel, crawl, crouch, climb, or stoop. The employee must be able to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing 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 works in a normal office setting. The employee will travel to various job sites within the Township and work near moving mechanical parts and heavy equipment. The employee could work in outside weather conditions and in roadways; and is occasionally exposed to fumes, airborne particles, live and dead animals, insects, and toxic or caustic chemicals.