

\$17.00/m. - 425/m.

**COLUMBIA CITY**  
**POSITION DESCRIPTION**  
An Equal Opportunity Employer

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**POSITION TITLE:** Custodian  
**CLASS TITLE:**

**DEPARTMENT:** Utility Office  
**REPORTS TO:** Clerk-Treasurer

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**EMPLOYMENT STATUS:** Full-Time

**F.L.S.A.:**

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**JOB RESPONSIBILITIES:**

Performs general cleaning duties and minor maintenance repairs.

**ESSENTIAL FUNCTIONS:**

Dusts, mops, and waxes floors in offices and hallways; vacuums carpets; cleans, and polishes furniture and fixtures; cleans restrooms and drinking fountains; washes windows; stocks janitorial supplies; launders dishcloths; washes dishes and runs dishwasher; empties trash, and prepares meeting rooms for scheduled meetings.

Monitors all areas for potential problems and reports issues to Maintenance; ensures proper care and storage of cleaning supplies and chemicals; assists in keeping Safety Data Sheets up to date.

Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

Minor building maintenance; assists with lawn mowing and clearing snow from entry ways.

Performs other related duties as required.

**POSITIONS SUPERVISED:**

None.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

(\*indicates developed after employment)

**Knowledge of:** general cleaning materials and procedures; equipment and tools required to perform job duties; departmental policies and procedures\*; and safety procedures\*.

**Skill in:** operating small tools and equipment; oral, verbal and written communication; and basic plumbing and electricity.

**Ability to:** follow directions and assignments; work alone with minimal supervision; maintain confidentiality; recognize and report problems; follow instructions on cleaning equipment and materials; perform light to moderate manual labor; understand mechanical problems and on occasion work extended hours and/or evenings.

**EQUIPMENT OPERATED:**

Small hand tools, buffer, ladder, sweeper, shampoo machine and any other equipment needed to perform the job duties.

**WORKING CONDITIONS:**

Works inside; required to stoop, bend, and reach with limited strain; stand and/or walk for long periods; lift items up to 50 lbs.; occasionally works outside. Safety precautions must be followed at all times to avoid injury to self and others.

**QUALIFICATIONS:**

Any combination of education, training, and experience, which provides the necessary knowledge, skills, and abilities to perform the work of this position. An example of a qualified candidate is one who has training or experience in custodial methods and techniques.

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**LICENSURE OR CERTIFICATION REQUIREMENTS:**

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head, or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job requirements specified in this position description.

\_\_\_\_\_  
Approval of Department Head

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date