

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: January 24, 1997
Revised: December 9, 2002
Revised: April 19, 2017

Title: Custodian **Department:** Park, Recreation & Forestry **FLSA Status:** Nonexempt

General Summary:

Performs a wide variety of maintenance duties to maintain the various city buildings and adjacent grounds to be safe, clean and functional. Assist with the management of facility equipment systems, maintenance equipment and supplies.

Reporting Responsibilities:

Work is performed under the direct guidance of the Custodian/Systems Engineer and the supervision of the Park and Forestry Maintenance Supervisor.

Specific Accountabilities:

1. Perform all house cleaning operations of the assigned building.
2. Prepare all necessary records of work performed.
3. Perform all aspects of the custodial responsibilities, including floor care, restroom maintenance, Office maintenance, grounds maintenance, equipment operation and maintenance, trash & recycling collection and building repairs.
4. Oversee the operation of the mechanical systems with any assigned building.
5. Use hand and power tools as required.
6. Operate power mowers and other small grounds maintenance equipment.
7. May assist with other interdepartmental operations.
8. Assist with snow removal.
9. Able to adjust to flexible work hours

Required Knowledge, Skills and Abilities:

High school graduation (or HSED equivalent), one year experience in the operation of light and some medium equipment and one year experience in basic grounds and building maintenance. Must possess a valid Wisconsin Driver license and good driving record. Must have the ability to successfully complete a pre-employment post offer physical to include drug and alcohol screen upon hire, and random drug and alcohol screens thereafter. Must provide the city with all information regarding previous employers drug

and alcohol screens. Must have equivalent combination of education, experience and training that provides the following knowledge, skills and abilities.

- Considerable knowledge of materials, methods, practices, techniques and equipment used in grounds and building maintenance.
- Ability to interpret plans and specifications.
- The ability to read and follow written instructions and labels.
- Ability to keep accurate records.
- Ability to perform light to heavy physical tasks under varying weather conditions.
- Ability to understand and carry out instructions.
- Ability to remain drug and alcohol free while on the job.
- Ability to lift and carry up to 50 lbs.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, elected officials and the general public.
- Knowledge of building upkeep and repairs.