



**OAKCREEK**  
— WISCONSIN —

**Position:** Custodian

**Unit:** Union (LAW)

**Department:** Central Services (Building & Facility Maintenance Division) **FLSA Status:** Non-Exempt

### **Summary Description**

Under the direct supervision of the Facility Manager, performs maintenance and cleaning of various City buildings and facilities.

### **Supervision/Accountability**

This position is accountable directly to the Building Maintenance Supervisor; no supervisory duties.

### **Major Duties/Essential Functions**

Performs advanced janitorial functions. Maintains facility cleanliness by using equipment for floor care, wall finishes, windows, restrooms, and general cleaning.

Sweeps and mops floors and vacuums carpets in work areas or offices.

Dusts and polishes furniture in work areas, including chairs and counters.

Washes toilets, urinals, sinks, and other enamel fixtures in bathrooms. Replaces and maintains supplies of paper towels, toilet tissue and soap dispensers.

Empties wastebaskets and disposes of trash.

Cleans garage weekly (minimum) and maintains associated equipment.

Maintains inventory of all cleaning supplies and necessary paper products.

Consults with supervisor on planning for seasonal tasks and keeps a calendar for those tasks.

Responsible for maintaining safe working conditions within the interior of the building and in the yard.

Promotes and maintains positive departmental public relations and image with other City departments, staff and the community in general.

During winter keep City Hall /Library sidewalks and entrances clear of snow with city provided equipment this includes snow removal and salting.

**Minor Duties/Responsibilities**

Assists other Custodians as needed.

Washes windows, mirrors, and other glass surfaces.

Spot cleans carpeting as required.

Strips, waxes and polishes tile floors.

Maintains U. S. flag and any planters.

Cleans and maintains the kitchen/lounge areas.

Moves office furniture and equipment from one location to another.

Maintains a good safety attitude, abides by all safety rules, reports unsafe conditions to the supervisor and is responsible for using provided safety equipment.

Performs other duties as assigned.

**Knowledge**

Knowledge of methods and practices of building maintenance, industrial and household chemicals and equipment, and small tools and equipment.

**Skill/Ability**

Ability to work independently to accomplish routine duties and to plan periodical cleaning functions of building maintenance, including but not limited to the ability to climb stairs and ladders. Skill in small equipment and building maintenance and repair. Ability to read warning labels and instructions. Ability to follow written and verbal instructions unsupervised.

**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 the job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is often required to walk, climb/balance, stoop, kneel, crouch or crawl; or smell. The employee must frequently lift, pull and/or move 50 pounds for extended periods and occasionally more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Education/Experience**

High school diploma or G.E.D. required.

**License/Certifications**

Must possess a valid Wisconsin motor vehicle operator's license and be willing to use own transportation in the course of performing required duties; evidence of personal liability insurance required. Loss of license is cause for demotion or termination.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approved By:   
City Administrator

Reviewed By:   
HR Manager

Reviewed By: \_\_\_\_\_  
Assistant City Administrator/ Comptroller

**Revision History:**

April 1, 2020  
October 8, 2018  
February 24, 2015