



JOB DESCRIPTION

TITLE: Building Custodian I (Part-time)
DEPARTMENT: Public Works
GRADE: 7
FLSA: Non-exempt
EEO DESIGNATION: Service Maintenance
REVISION DATE: 01/08/2021

POSITION SUMMARY

Perform routine building custodial cleaning and maintenance work as assigned; performs emergency minor equipment and facilities repair work under direction, watches out for safety concerns and issues.

ESSENTIAL FUNCTIONS:

- Empty waste baskets.
- Vacuum
- Sweep, dust, mop.
- Clean restrooms.
- Clean windows.
- Open and closes buildings according to schedule; guards against vandalism and unlawful entry. Check the security of building and individual office spaces.
- Assists with the removal of snow.
- Inspects areas for safety hazards.
- Performs other related duties as directed.

MINIMUM QUALIFICATIONS:

High school diploma, GED or equivalent education or work experience required. Must possess a valid Utah Driver License. Must be able to lift 50 pounds.

KNOWLEDGE, SKILLS AND ABILITIES

1. Some knowledge of methods, materials and equipment used in custodial and grounds repairs and recognize need for repairs.
2. Must be able to follow specific and general instructions; learn and follow standard safety practices and procedures related to cleaning solutions.



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3. Must be able to understand and follow oral instructions and be able to communicate effectively both verbally and in writing.
4. Must be able to develop and maintain effective working relationships with other employees and interact with the general public in a manner that demonstrates respect, integrity, courtesy and kindness.
5. Must possess the ability to perform the physical work required and organize assigned work and develop effective work methods.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Continuous physical effort required in performing duties requiring walking, standing, lifting, climbing stairs, stooping, bending, twisting and other movements required to use maintenance equipment. Use of cleaning materials and equipment while performing work under conditions similar to best shop conditions on inside work and exposure in inclement weather for outside duties with some disagreeable factors in both situations such as dust, dirt, grease, heat and cold. May need to lift up to 50 lbs on a regular basis. Unconventional working hours including long shifts, weekends or early mornings, days or late evening shifts depending upon scheduling needs of City Hall or other City facilities.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.