

Charter Township of Ypsilanti

CUSTODIAN

Summary

Perform routine custodial and building maintenance tasks across various Township locations and various shifts. Perform duties associated with facilities and grounds maintenance. Perform related duties as required.

Supervision Received

This position works under the direct supervision of the Municipal Services Director or her/his designee. Custodians assigned to the Community Center receive daily assignments and time off approval from Recreation Management. Duties performed according to established procedures and techniques.

Responsibilities and Essential Duties

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

1. Use a variety of cleaning equipment and supplies such as mops, wet vacuums, floor polishers, carpet cleaners, brooms, cleaning compounds, wax, and polish to keep Township buildings clean.
2. Sweep, mop, strip and wax floors. Vacuum and spot clean carpet.
3. Wash windows, walls, woodwork and polish furniture.
4. Empty baskets and trash containers.
5. Clean restrooms, scrub sinks and bowls, re-stock dispensers. Clean water fountains.
6. Perform minor repair and maintenance work in and around the buildings, including painting, carpentry, plumbing and electrical repairs of a routine nature. Report any additional repairs needed to supervisor.
7. Set up rooms for meetings or programs by arranging tables, chairs and other equipment.
8. Maintain inventory of custodial supplies.
9. Receive and handle incoming shipments of supplies and equipment.

Responsibilities and Duties (cont'd)

10. Perform security checks incidental to the work, checking doors and windows, securing or opening same at the beginning and/or ending of the business day. Activate building alarm.
11. Perform duties requiring safe disposal of chemical liquids and other hazardous components and the ability to read and comprehend SDS (Safety Data Sheets) on such components.
12. Perform delivery and pick-up tasks such as mail runs, supply and repair parts pick-up, etc. on a routine basis.
13. Complete daily “Custodial Care Check List” and submit to supervisor.
14. Move office furniture and files.
15. Provide routine help to the public as to location of offices etc.
16. According to seasonal demands, may trim shrubs and care for grounds, or shovel snow from walks and salt icy places.
17. Perform related duties as required.

Essential Functions, Qualifications, and KSA's for Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Graduation from High School or equivalent.
- One year of janitorial or building maintenance experience preferred.
- Knowledge of standard building cleaning procedures, practices and materials.
- Knowledge of safety procedures and practices as applied in custodial and maintenance work.
- Ability to use interpersonal skills to develop and maintain effective working relationships with the public, co-workers and officials.
- Ability to read, interpret and follow written instructions.
- General computer skills to access emails and work orders.
- Possess a keen eye for detail.
- Must be available to work flexible shift schedules.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

While performing the duties of this job, the employee is required to talk and listen. This position is very active and requires standing, walking, twisting, bending, kneeling, stooping, crouching, crawling and climbing. Ability to carry objects up to (50) fifty pounds. Specific duties require close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel may be required in this position so employees must possess a valid driver's license and maintain a good driving record. Employees may be exposed to weather conditions including temperature extremes. Periodic Overtime may be required.

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