DATE: APRIL 22, 2021

TO: ALL DEPARTMENTS

FROM: CHARLES BUTCHER, AIRPORT DIRECTOR

SUBJECT: JOB OPENING – CUSTODIAN

There is an open position in the Public Works/Airport Division for a Custodian. If a current city employee does not fill this position within ten (10) working days, it will be open to the public on

5/19/21.

JOB DESCRIPTION

JOB CLASSIFICATION TITLE: CUSTODIAN

JOB SUMMARY: (Definition/Distinguishing Characteristics of Job)

Under immediate supervision, is responsible for custodial and minor maintenance work of routine difficulty, and performs related work as required.

FLSA DESIGNATION: Non-Exempt

ESSENTIAL JOB DUTIES, FUNCTIONS & RESPONSIBILITIES:

Sweeps, vacuums, scrubs, mops, strips, waxes and buffs floors; dust and polish furniture, woodwork and shelves; replenishes supplies, empties and cleans receptacles; cleans restrooms, turns out lights; locks doors and windows; maintains equipment and materials used in work; uses hand and power equipment such as polishers and rug shampoo machines; runs errands; carries heavy packages; keeps records of needed supplies; police grounds for paper and other refuse; changes light bulbs; performs minor building maintenance; any other job related activities as may be assigned by the Supervisor. Must be able to work a swing shift.

ESSENTIAL JOB QUALIFICATIONS AND REQUIREMENTS:

- Knowledge, skills, abilities; expertise; competencies, etc.:
  - Ability to understand oral instructions;
  - Ability to operate electrical powered cleaning equipment.
- Training and Experience:
  - One year of custodial experience preferred.
- Education:

LICENSES AND CERTIFICATIONS: None