

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: CUSTODIAN (Job Code 283).**

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### **GENERAL STATEMENT OF JOB**

Under general supervision performs semi-skilled work in maintaining City facilities in a clean and sanitary condition. An employee in this class is responsible for daily maintenance of floors, windows, furniture, bathrooms, and all other City work areas normally associated with janitorial service. The employee's work is subject to inspection while in progress and/or upon completion, although the employee is expected to work without close supervision during familiar phases of work.

### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Vacuums carpets, mops, and/or waxes tile floors, spot cleans tile or carpets, sweeps floors.

Dusts blinds and furniture, moves furniture or equipment as directed.

Keeps areas in and around buildings clean and free of litter; sweeps walkways.

Changes trash and garbage cans and relines with plastic trash bags as required.

Cleans restroom facilities, i.e., toilets, sinks, floors; replaces paper supplies and soap in restrooms.

Provides assistance to various other departments as requested.

Performs Emergency Response duties as assigned.

Performs related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High School diploma or equivalent with some experience in performing janitorial-type work, and the ability to read and write English. Must possess and maintain a valid State of Florida driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing; some lifting and carrying objects of moderate to heavy weight (20-50 pounds).

Data Conception: Demonstrates the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read basic English.

Intelligence: Requires the ability to apply common sense understanding to performing semi-repetitive tasks and principles of rational systems.

Verbal Aptitude: Must communicate in basic English.

Numerical Aptitude: Requires the ability to add and subtract. May require the ability to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for manipulating small items.

Manual Dexterity: Requires the ability to operate various electrical equipment. Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of colors.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in receiving instructions.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressive or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require frequent exposure to adverse environmental conditions.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Has considerable knowledge of potential hazards of the materials and equipment used in janitorial service.

Has considerable knowledge of occupational safety rules and practices.

Is able to perform heavy manual tasks.

Is able to follow oral and simple written directions.

Is able to establish and maintain effective working relationships with fellow employees and the public.

Is skilled in the use of tools and maintenance equipment.

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date