

City of Barnwell Custodian

Job Title: Custodian
Department: Administration
Reports To: Administrator or City Clerk or designee
FLSA Status: Non-Exempt – Part-time position
Prepared By: HR
Prepared Date: 07/02/2018
Approved By: Administrator
Approved Date: 01/25/19

Summary Keeps City Hall office building and Police Department building in clean and orderly condition on a regular basis (maximum 24 hours a week). Hours must be worked during regular office hours of the two buildings.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Sweeps, mops, scrubs, and vacuums hallways, stairs and office spaces. When available, dusts work areas, including offices.

Empties tenants' trash and bath room trash. Cleans all restroom facilities in named buildings.

Replaces air conditioner filters and cleans bathroom vents.

Notifies management concerning need for repairs or additions to lighting, heating, and ventilating equipment. A log book will be kept for these purposes at each building.

Cleans debris from sidewalks.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner.

Project Management - Completes projects on time and budget.

Quality Management - Looks for ways to improve and promote quality.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others.

Organizational Support - Follows policies and procedures; Completes tasks correctly and on time.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Quality - Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures that management knows when time off is necessary.

Dependability - Follows instructions, responds to management direction; Keeps commitments.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Minimum Requirements: GED or high school education; or up to one-month related experience or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Certificates, Licenses, Registrations

Valid SC Driver's License or identification is required. If unable to drive, applicant must have access to and from work and be able to get from building to building.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk and reach with hands and arms. The employee is frequently required to use hands to finger, handle, or feel and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts from equipment used. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Background Investigation and Employment Drug Testing

Employment is contingent upon background investigation as well as the results of a pre-employment drug examination. Due to working in the police environment, employee must pass CJIS level 2 certification testing (available from the police department). All employees are subject to random testing for drugs and alcohol.

DISCLAIMER: THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. MANAGEMENT HAS THE EXCLUSIVE RIGHT TO ALTER THIS JOB DESCRIPTION AT ANYTIME WITHOUT NOTICE.