

# POSITION DESCRIPTION

City of Monett

Monjob10dp

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**JOB TITLE:** Custodian

**DEPARTMENT:** Administration

**SALARY RANGE:** Payroll – Level 1

**IMMEDIATE SUPERVISOR:** City Clerk

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## ESSENTIAL FUNCTIONS

- I. Maintenance and Cleaning Activities 90% of Time
  - A. Assists in cleaning and maintaining City facilities assuring for a clean and safe environment and for positive public relations.
  - B. Monitors and maintains equipment assuring that they are in good condition and safe for others to work in and around.
  - C. Assists with small maintenance projects on a limited basis, as needed, assuring for completeness and for safety for self and all others.
  - D. Assists in painting, stripping and mopping of floors and any other maintenance of the City's facilities.
  - E. Maintains an awareness of all supplies and equipment and turns in requests on a timely manner assuring for availability of supplies.
  - F. Maintains the entry mats throughout the City's facilities.
  - G. Responds to requests by immediate supervisor in an accurate, professional, complete and timely manner.
  
- II. Special Functions Activities 10% of Time
  - A. Receives and follows a plan for cleaning for activities and events assuring for accuracy, timeliness and the best PR for the City.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

### **WORK ENVIRONMENT**

- ◆ Average accessibility of all work sites required for the position.
- ◆ Above Average exposure to weather and temperature extremes.
- ◆ Above Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Above Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

### **PHYSICAL EFFORT**

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above Normal physical strength to handle 50 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

### **KNOWLEDGE REQUIREMENTS**

- ◆ Completed High School Diploma or equivalent.

## **MENTAL EFFORT**

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

## **COMMUNICATION**

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication

## **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch