

POSITION DESCRIPTION

City of Monett

Monjob9

JOB TITLE: Custodian – City Hall

DEPARTMENT: Electric

SALARY RANGE: Payroll – Level 1

IMMEDIATE SUPERVISOR: General Manager of Utilities

ESSENTIAL FUNCTIONS

- I. Maintenance Activities 100% of Time
- A. Assists in maintaining the facilities in and around City Hall assuring for a clean and safe environment and for positive public relations.
 - B. Assists with carpentry, plumbing, electrical, and mechanical projects on a very limited basis as needed assuring for completeness and for safety for self and all others.
 - C. Assists in stripping and mopping of floors and any other maintenance of City Hall.
 - D. Assists in maintaining an awareness of all supplies and equipment and turns in requests on a timely manner assuring for availability of supplies.
 - E. Retrieves mail from Post Office. Sorts and distributes to appropriate mail boxes assuring for accuracy.
 - F. Makes tea and coffee in morning. Collects outgoing mail from the various departments and stamps. Delivers to Post Office. Hand carries/delivers specific bills as directed.
 - G. Monitors calendar of events. Prepares rooms for activities. Opens and closes City Hall assuring for safety and security.
 - I. Responds to requests by immediate supervisor in an accurate, professional, complete, and timely manner.

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.
- ◆ 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.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ 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 80 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 or equivalent.
- ◆ Knowledge of and experience with carpentry, plumbing, and electrical.
- ◆ One year or more experience in custodial work.

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