



CITY OF UNION JOB DESCRIPTION

POSITION TITLE: BUILDING MAINTENANCE/CUSTODIAN
DEPARTMENT: AUDITORIUM
IMMEDIATE SUPERVISOR: CITY CLERK

Summary

Under general supervision from an administrative superior, maintenance custodian performs custodial duties to include overall building and grounds maintenance and repair functions at Union City Hall and the Union Cemeteries

Principal Duties and Responsibilities

- Cleans, sweeps, mops, dusts, scrubs, waxes and polishes floor by hand or machine; vacuums and clean carpets, upholstery, and furniture.
- Dust furniture, office equipment counters, file cabinets and other articles.
- Washes windows, woodwork, doors, walls, clean blinds weekly.
- Clean coffee pots and containers.
- Clean drinking fountains.
- Clean and refill soda machines and remove money weekly.
- Maintain soda inventory and report orders to Debbie in the main office.
- Ordering and stocking necessary supplies.
- Cleans and sanitizes restrooms, including toilets, doors, and sinks, replenish supplies.
- Flush out floor drains weekly.
- Empties all trash receptacles throughout building.
- Defrost and clean freezer.
- Shovels snow, maintains outside premises including emptying trash and ashtrays, picking up trash along property, mowing of grass, fertilizing grass, trimming of bushes, and maintaining landscaping.
- Provides routine maintenance to building to include; checking smoke detectors, changing furnace filters, replacing lightbulbs and fuses, inspecting AED machines and fire extinguishers.
- Performs repairs to building by maintaining touch up paint, replacing damaged ceiling tiles, installing shelving, moving furniture.
- Wash and dry tables in auditorium before putting away. This includes removing thumbtacks and tape.

- Dust mop and empty trash in auditorium after events.
- Wash and dry chairs in auditorium/meeting rooms if needed.
- Check on meeting rooms, board room, setting up and/or taking down tables and chairs.
- Wet mop stairwells weekly.
- Have auditorium building running by 7:30 AM daily.
- Performing related work and assisting staff as required

Knowledge and Skills

- Knowledge of cleaning heating and ventilating equipment, lawn mowers, lawn and plant fertilizers and insecticides, floor buffers and custodial equipment, and basic tools utilized in building maintenance; considerable knowledge of maintenance and repair work; thorough knowledge of proper safety techniques and procedures.
- Skill in the operation of a variety of hand tools.
- Ability to make minor repairs and adjustments to building fixtures and equipment.
- Ability to understand and carry out routine oral and written instructions, make routine decisions independently, sustain long periods of light to moderately heavy physical activity, and work harmoniously with others.
- Ability to read, write, and speak the English language.

Physical Abilities

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.

- Employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- Occasionally lift and or move objects up to 75 pounds.
- Ability to work in doors as well as outdoors all year long.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit or stand, stoop, and bend at the knees and / or waist. Frequent walking is necessary
- Hand-eye coordination is necessary to operate computers, various pieces of office equipment, small tools, and heavy machinery.

Education and Experience

The position requires a High School diploma or equivalent plus (1) year experience in custodial, building maintenance or general labor.

Tools and Equipment Used

- Floor buffers, carpet cleaners, vacuum, mops, broom, dusting equipment and various hand tools
- Knowledge of lawn mower, leaf blower and other lawn care equipment.

Working Conditions

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.

- Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and working with machinery.
- While performing the duties of this job, the employee frequently works in outside weather conditions mostly during daylight hours but occasionally during night-time hours. The employee is frequently exposed to extreme summer heat, extreme winter cold, wet and/or humid conditions, and outdoor airborne particles. The noise level in the work environment is usually quiet in the office and moderate in the field but during the use of some tools and operation of heavy equipment, the noise level may be high.