

# CITY OF MOORE

## Job Description

### Custodian

**Job Code:** 7229  
**Exempt:** No  
**Department:** Any City Department  
**Reports To:** Department Head Designee  
**Location:** City Buildings and Facilities  
**Date Prepared:** January 14, 2016  
**Date Revised:** June 6, 2022 (pending Council Approval)

### GENERAL DESCRIPTION OF POSITION

To maintain and clean City buildings and facilities including outdoor areas as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Sweep, mop, scrub, wax, strip and polish floors; vacuum carpets. This duty is performed daily, about 10% of the time.
2. Dust and polish furniture, woodwork, fixtures and equipment. This duty is performed daily, about 10% of the time.
3. Wash windows and walls. This duty is performed as needed, about 5% of the time.
4. Clean desks, tables and countertops. This duty is performed daily, about 5% of the time.
5. Empty and clean receptacles. This duty is performed daily, about 5% of the time.
6. Clean and disinfect restrooms; replenish and maintain restroom supplies. This duty is performed daily, about 10% of the time.
7. Move and arrange furniture and equipment; set up rooms for special meetings or events. This duty is performed as needed, about 1% of the time.
8. Lock and unlock doors; open and close City buildings. This duty is performed daily, about 1% of the time.
9. Replace lights and adjust shades and blinds. This duty is performed as needed, about 1% of the time.
10. Clean outside areas near building; pick up paper and other debris. This duty is performed daily, about 1% of the time.
11. Regulate ventilation and temperature. This duty is performed as needed, about 1% of the time.
12. Maintain custodial supplies and equipment. This duty is performed daily, about 5% of the time.

13. Stock inventory of maintenance materials and supplies. This duty is performed daily, about 5% of the time.
14. Report the need for repairs. This duty is performed as needed, about 1% of the time.
15. Perform a variety of errands, including picking up and delivering materials and supplies. This duty is performed as needed, about 1% of the time.
16. Good attendance is required.
17. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily, about 1% of the time.
18. Confidentiality is required upon specific notification to the employee. This duty is performed as required.
19. Perform any other related duties as required or assigned.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

### **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

### **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

## **SUPERVISORY RESPONSIBILITIES**

None

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

### **ANNUAL MONETARY IMPACT**

None. Job does not create any dollar monetary impact for the organization.

### **IMPACT ON END RESULTS**

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

## **PUBLIC CONTACT**

Occasional contacts with citizens on routine matters.

## **EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the functions of this job, the employee is occasionally exposed to work in high, precarious places, outdoor weather conditions. The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, use hands to finger, handle, or feel; frequently required to walk, reach with hands and arms, stoop, kneel, crouch, or crawl; and occasionally required to climb or balance, talk or hear. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

Knowledge of:

- Methods, materials, tools, and equipment used in custodial work
- Safe work practices

Ability to:

- Clean and care for assigned areas and equipment
- Use a variety of custodial equipment and materials
- Understand and carry out a variety of oral and written directions
- Adhere to schedules for periodic cleaning of assigned buildings and facilities
- Establish and maintain effective relationships with those contacted in the course of business
- Work independently in the absence of supervision
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

## **Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience required

Education:

High school diploma or equivalent

License or Certificate:

Possession of, or ability to obtain, a valid Oklahoma driver's license

## **WORKING CONDITIONS**

Environmental Conditions:

Office /outside environment; exposure to dust, chemical, dirt, etc..

Physical Conditions;

Essential and marginal functions may require maintaining physical condition necessary for standing, walking and sitting for prolonged periods of time, moderate to heavy lifting; must be able to operate an assigned vehicle; general manual dexterity; visual acuity to conduct inspections. Must be able to perform essential job functions.

Custodian must transfer items such as boxes of toilet paper, sanitary supplies, and other cleaning items from supply shelves to cart. Requires vertically transferring items weighing up to 25 pounds from 70 inches to 33 inches, up to 8 times per hour.

Custodian must empty trash can into dumpster. Requires vertically transferring trash can weighing up to 30 pounds from 37 inches to 67 inches, up to 2 times per hour.

Custodian must transfer items such as boxes of toilet paper, sanitary supplies, 5-gallon buckets of stripper/sealer, and other cleaning materials from shelves to moving cart. Requires vertically transferring materials weighing up to 40 pounds from 1 inch to 33 inches, up to 8 times per hour.

Custodian must empty mop bucket into sink. Requires vertically transferring bucket weighing up to 50 pounds from 12 inches to 48 inches, up to 2 times per hour.

Custodian must transfer floor blower, trash bags, sanitary supplies, soap, and other items from supply room, by moveable cart, to areas needed. Requires horizontally transferring items weighing up to 40 pounds a distance of approximately 50 feet, without mechanical assistance, up to 4 times per hour.

Custodian must transfer tables in library to different meeting rooms and craft rooms. Requires horizontally transferring tables weighing up to 65 pounds a distance of 30 feet, without mechanical assistance, up to 10 times per hour.

Custodian must transfer meeting tables and meeting table carts to set up and storage areas. Must horizontally transfer tables and table carts requiring a force of up to 50 pounds a distance of approximately 20 feet, up to 20 times per hour.

Custodian must move furniture for cleaning and sweeping purposes. Requires upper body forces of up to 40 pounds, up to 20 times per hour.

Custodian uses strippers, buffers, and cleaners on tile surfaces of floors. Using these pieces of power equipment requires coupling forces of up to 4 pounds, up to 125 times per hour.

Custodian must climb ladder to change light bulbs as needed. Requires climbing ladder up to 20 times per hour during an 8-hour shift.