

Village of Slinger

Position Description

Name:		Department:	Public Works
Position Title:	Custodian		
Date:	September 2020	Reports To:	Village Engineer/Public Works Director

General Nature of Responsibilities

Performs a variety of daily custodian and light maintenance work in the Village Hall, Police Department, and Library.

License/Certification/Experience Requirements:

Must pass a background check and be approved as a confidential employee due to the access that will be granted to sensitive work areas.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, with two (2) years general building maintenance preferred.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs all cleaning duties as described on a given cleaning schedule. The duties include vacuuming carpeted areas and floor mats, scrubbing and mopping, cleaning and stocking restroom and locker room facilities, cleaning windows, break areas, dusting, and stripping and waxing of floors, emptying garbage cans and placing garbage bags into a dumpster

Must be able to shovel and salt sidewalks, check for and replace light bulbs, and perform other light maintenance (ie. add salt to softeners).

Report any maintenance concerns that may be observed to the Superintendent.

Language Ability and Interpersonal Communication

Ability to effectively understand and follow safety procedures, including updating Material Safety Data Sheets (MSDS).

Ability to communicate effectively with Department employees and utility personnel.

Must provide a high level of customer service to the Village by promoting a friendly, courteous and professional work environment.

Must be able to assume responsibility and work with independence and work as a team member and understand timeliness.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as equipment operation.

Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Ability to sustain prolonged visual concentration and ability to stand for long periods of time.

Must be able to stand and/or walk for prolonged periods

Must be able to perform heavy work, frequently lifting up to **50** pounds without assistance.

Must be able to move throughout the Village in all weather and temperature conditions.

Must be able to reach in all directions and bend/stoop/climb to perform physical work and operate equipment.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, wetness,

machinery, traffic hazards, confined spaces, electrical currents, traffic hazards and/or dust may cause or causing discomfort and where there is a risk of injury.

The Village of Slinger is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date