CITY OF LA PORTE
CUSTODIAN
JOB DESCRIPTION

FLSA CLASSIFICATION: Non-Exempt **PAY GRADE: 008**

DEFINITION

To be responsible for the care, upkeep, and cleaning of assigned buildings and related facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management personnel.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Sweep, vacuum, mop, wash, strip, and polish floors; wash windows and walls.

Dust and polish furniture, woodwork, fixtures, desks, countertops, and equipment.

May prepare meeting and conference rooms as assigned, setting up tables, chairs, audiovisual, and sound equipment.

Perform minor maintenance on building-related equipment as necessary.

Clean and maintain supplies in restrooms, empty and clean waste receptacles. Replace lights and adjust shades and blinds.

Regulate ventilation and temperature, clean air vents as required.

Maintain custodial supplies and equipment.

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office environment; exposure to chemical, dust/mites, fume, odor, electrical and mechanical hazards; walking; twisting body; stooping; standing; squatting; sorting; sitting; seeing; running; pushing, pulling, lifting, dragging, and carrying up to 50 pounds; climbing; crawling; reading; decision making; reaching above shoulder level; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by two-way radio; fine finger manipulation; operation of floor buffer, vacuum cleaner, and step ladder; operation of a motor vehicle through city traffic.

QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment used in custodial work.
Safe work practices.

Ability to:

Perform all physical aspects of assigned duties, including stooping, lifting, reaching, climbing ladders, and moving furniture.
Clean and care for assigned areas and equipment and materials.
Understand and carry out oral and written directions.
Establish and maintain effective relationships with those contacted in the course of work.
Operate an assigned vehicle.
Work independently in the absence of supervision.

TRAINING AND EXPERIENCE

Six months of experience in janitorial work and a High School Diploma or GED, is required.

LICENSES AND CERTIFICATES

Possession of a valid Class "C" Texas Drivers License.

The City of La Porte is an Equal Opportunity Employer of Qualified Individuals.

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date