

## CUSTODIAN

**Position Title:** Custodian

**Department:** Public Works

**Supervisor's Title:** Public Works and Zoning Director

**Pay Grade:** 2

**Work Status:** Full-time

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### **Purpose**

Performs *non-supervisory* custodial work, mostly independently, to clean and maintain assigned buildings and grounds.

### **Organizational Relationships**

**Reports to:** City Clerk-Administrator; Public Works and Zoning Director

### **Communicates with:**

- *Internally* – Public Works Department – comprised of the Street Division, Water/Sewer Division, Electric Division – and other City employees
- *Externally* – Vendors, local organizations, residents, and others as needed

**Supervises:** None

### **ESSENTIAL FUNCTIONS**

- Maintains City facilities by cleaning and buffing floors, using carpet machine, washing surfaces, sanitizing bathrooms, and emptying trash. Facilities include but are not limited to City Hall, Municipal Auditorium, Police Department/Ambulance Dept. building, Caledonia Aquatic Center, warming house, and Veterans Park shelter.
- Manages City Hall's heating system by operating the boiler, including regular inspections and maintenance.
- Inspects buildings for required maintenance and performs routine maintenance like basic plumbing and changing light fixtures.
- Maintains City grounds and property by mowing and trimming, removing snow and de-icing, collecting trash, and repairing damaged areas.
- Assists with winter maintenance on streets such as plowing, loading, and removing snow and applying sand and other ice control on roads.
- Orders cleaning equipment and supplies when needed.
- Notifies supervisor when damage or other items requiring attention are observed.
- Sets up city auditorium for various events.
- Raises and lowers flags.
- Performs other related duties and responsibilities as assigned by supervisor.

### **REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

- Knowledge of the methods, practices, tools and equipment, and materials used in custodial work.
- Knowledge of various cleaning supplies and equipment.
- Knowledge of traffic laws.
- Skill in using a buffer to maintain floors.
- Ability to comprehend and follow applicable material safety data sheets and OSHA standards.
- Ability to work independently and as part of a crew.

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- Ability to use a variety of hand and power tools and equipment such as power drill, lawn mower, and snow blower.
- Ability to regularly lift up to 50 pounds and occasionally lift up to 75 pounds.
- Ability to exert light to moderate to considerable physical effort to perform the position's essential functions including buffing floors, emptying trash, setting up and moving furniture.
- Ability to work flexible hours including early mornings and late evenings.
- Ability to understand and follow supervisory instructions and work assignments.
- Ability to work alone.
- Ability to properly use cleaning chemicals and understand and follow safety precautions.

*Machines, tools, and equipment used:* Various cleaning supplies, tools and equipment; various hand and power tools; skid loader; and snow plow.

## MINIMUM REQUIREMENTS

- High school degree or equivalent.
- Special boiler license within six months of hire.
- Valid Minnesota Class B commercial driver's license within six months of hire.

## PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, use hands to handle or feel, and reach with hands and arms; employee is frequently required to climb or balance, stoop, kneel, bend, twist, turn, crouch or crawl.
- Lifting, pushing, and pulling of 10-30 pounds is frequently required and lifting, pushing, and pulling of more than 50 pounds is occasionally required.
- Ability to work at heights and maintain balance; to work around fumes and chemicals; to occasionally work outside in inclement weather or extremes of temperature; to perform work requiring moderate to considerable physical effort including climbing; to perform various movements such as lifting, bending, carrying; to safely enter and work in confined spaces; to occasionally safely work around loud noise, irritants, diseases and hazardous chemicals; to perform in a variety of stressful situations, sometimes under urgent/emergency conditions.

## WORKING CONDITIONS

Time may be evenly divided outdoors and indoors with possible exposure to confined spaces or various heights. Exposure to irritants/fumes, hazardous substances such as hot asphalt/tar/fuels, temperature extremes, vibrations, infectious diseases, dust, smoke and noise can be occasional to frequent. May occasionally have to respond to emergencies including those that occur on holidays, weekends and nights.