



CITY OF
ST. AUGUSTINE[™]
 EST. 1565
**PERSONNEL
 MANUAL**

3.	Job Description
3.2	General Employees
3.2.116	Custodian II

Job Position Custodian II

Department General Services

Division Property Services

Job Description

Routine but varied manual work involving the custodial care of buildings and premises located throughout the City. May direct other custodial workers in the care of buildings and premises. Responsible for maintaining an assigned area in a clean and orderly condition in accordance with required standards. Assigned area and hours subject to change. Duties include routine cleaning and custodial work on buildings.

Work is performed under the general supervision of the Supervisor and/or Foreman, Property Services and reviewed through observation of results achieved. Weekend, evening, and holiday work is required.

Job Responsibilities

Performs general custodial tasks, including but not limited to, sweeping, vacuuming, mopping and scrubbing of floors; waxing and polishing floors and furniture; dusting furniture; cleaning and replacing lavatory supplies; disposing of waste paper; empty trash containers; washing windows; sweeping and cleaning walks.

Cleans and maintains restrooms. Assures the availability of lavatory supplies.

Maintains inventory of janitorial and lavatory supplies, distributes and checks the use of supplies. Assist with picking up and delivering supplies as requested.

Assists new custodial workers in understanding required standards and performing their duties.

Informs Supervisor or Foreman of graffiti, property damage, vandalism, clogged toilets, urinals, or sinks, sticking flush valves or faucets, damaged dispensers, etc.

Maintains security, locks and unlocks doors, gates, etc. and arms and disarms alarm systems where applicable.

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Job Description (continued)

Performs routine preventative maintenance of equipment within the Division, which may include, but not limited to, replacing vacuum bags and filters, and replacing pads on floor cleaning machines.

Performs routine building maintenance, including but not limited to, replacing light bulbs, ceiling tiles, & A/C filters. Cleans light diffusers, A/C vents, elevators, tile walls, partitions, etc.

Inspects grounds, walkways, hedges, and other common and public areas for litter (cans, bottles, trash, cigarette butt, etc.)

Accurately completes necessary time sheets, reports, and checklists as required.

Exercises high standards of public relations. Maintains an excellent attitude toward visitors, management and other employees. Advises and assists visitors, tour guides and co-workers as required.

Assists with the setup for meetings and/or events. Moves furniture to enable cleaning, and as otherwise directed.

Subject to overtime work and responds to job-related emergencies as needed.

Performs related work as required.

Education, Training and Experience

High school diploma required. One (1) year of experience in custodial work. Familiarity with a variety of building repair and maintenance functions preferred. Ability to follow oral and written instructions and procedures.

Driver's License Requirement: Valid Florida Driver's License Classification E .

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. The employee is regularly required to communicate and exchange information with others. This position is very active and requires standing, walking, bending, lifting, pushing, kneeling, and crouching throughout the day. The employee must routinely lift or move items up to 25 pounds and occasionally lift or move items up to 50 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

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