



**BOARD OF PUBLIC WORKS  
JOB ANALYSIS SCHEDULE  
CUSTODIAN - CUSTOMER SERVICE OFFICE - UTILITY SYSTEM  
*Non-Exempt – Non- Safety Sensitive***

**WORK PERFORMED:**

The Custodian is under the direction of the Customer Service Supervisor. The Custodian is responsible for all housekeeping functions and required custodial supplies of the Hannibal Board of Public Works Service Center.

The Custodian's responsibilities may include vacuuming, sweeping, mopping, cleaning of warehouse floor, and maintaining proper inventory of cleaning supplies and usable stock. Work involves routine custodial tasks to ensure grounds and facilities are neat and sanitary. The custodian shall properly operate a variety of janitorial tools and equipment and have knowledge of required supplies. Must be in compliance with regulations regarding usage and storage of chemicals and all the HBPW policies, procedures and safety regulations.

The Custodian has access to multiple areas and must maintain appropriate confidentiality with this knowledge.

**ESSENTIAL AND RELATED JOB FUNCTIONS**

- Maintain HBPW facility floors including vacuuming, sweeping, mopping floors and routine maintenance.
- Clean offices, corridors, restrooms, and all fans and fixtures. Wipe down office equipment periodically as needed.
- Stock all facility bathrooms and break rooms with required supplies.
- Clean and sanitize all bathrooms, sinks, showers, toilets and drinking fountains regularly.
- Wash all windows, walls, and doors on an as needed basis.
- Maintain outdoor areas of HBPW building, grounds, and surrounding walkways, which may include weed killing, trimming shrubs, and related work.
- Remove all office and warehouse trash, and wash and disinfect cans as needed.
- Maintain custodial supplies through inventory and purchasing supervisor.
- Establish daily cleaning procedures to comply with HBPW requirements and regulations.
- Unload and stock all cleaning supplies and equipment.
- Maintain and clean the Break room and Conference room and prepare for meetings and events as necessary.
- Maintain confidentiality when working in and around employee offices, regarding all personnel or confidential documents.
- Additional duties as assigned.

**REQUIREMENTS OF WORK:**

- Knowledge of large building cleaning practices, procedures, supplies, and equipment.
- Ability to use cleaning supplies and equipment, including motorized equipment.
- Ability to work courteously with customers, co-workers, and administration in all departments.
- Knowledge of chemical storage, usage, and safety requirements. Ability to use agents safely, effectively, and economically.
- Show initiative in daily responsibilities and show good judgement.
- Ability to perform manual labor for extended periods and lift or move equipment or supplies related for required work.
- Ability to establish and maintain effective procedures for required daily cleaning and maintenance.
- Ability to maintain cleaning & maintenance supply inventory and recommend re-ordering or re-stocking as needed.

**QUALIFICATIONS:**

Requested 5 years of relevant experience in the field. Knowledge of cleaning equipment and materials. Knowledge of chemical requirements, usage, and storage. Must have sufficient training or experience to demonstrate knowledge, skills, and abilities that would be associated with performing the mentioned job functions. Must have a valid driver's license.

**SAFETY RESPONSIBILITIES:**

The Custodian is a Non-Safety sensitive position, not directly affecting the safety and wellbeing of field workers or the public. All positions must comply with the HBPW Drug Free Workplace policy.

Working conditions are primarily indoors, however, may be required to perform duties outside in all weather conditions. May be exposed to high and low temperatures, dust, and a dirty environment.

**PHYSICAL DEMANDS:**

The physical capabilities of the Custodian are described in relation to those needed to successfully perform the essential job functions, however, reasonable accommodation shall be made to enable persons with disabilities to perform said functions. The position involves good hand-eye coordination needed to operate the various pieces of equipment. The performance of the job requires the Custodian to walk, sit, talk, hear, kneel, climb ladders, stoop, crouch, smell and use hands and fingers for job functions, ability to reach with hands and arms, and ability to lift at least 50 pounds individually or 100 pounds assisted. Must be physically able to perform some custodial duties at heights.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

12/22