

POSITION TITLE: CUSTODIAN/MAINTENANCE

DEPARTMENT: PARKS & RECREATION

DIVISION:

STATUS: NON EXEMPT



Position Description

REPORTING RELATIONSHIPS

POSITION REPORTS TO Parks & Recreation Director		DIRECT REPORTS BY TITLE Not Applicable
DIRECT 0	INDIRECT 0	

POSITION FUNCTION

Provides all routine custodial work in the care and maintenance of selected City buildings, including but not limited to, the TRI Community Center, Oxford Community Park, Oxford Aquatic Center and the Senior Center.

JOB RESPONSIBILITIES: ESSENTIAL FUNCTIONS

Empties trash, dusts, mops, vacuums and performs light cleaning for all areas.
Waxes and polishes floors.
Cleans carpets.
Orders cleaning supplies.
Replaces light bulbs in interior and exterior lights that are safely accessible.
Notifies supervisor of required repairs to buildings.
Prepares meeting rooms.
Light maintenance duties such as: painting, moving tables and chairs, etc.
Maintains, operates, repairs and replaces equipment under the direction of the supervisor.
Repairs park equipment such as benches, picnic tables, play equipment, etc. under direction of supervisor.
Maintains assigned vehicle (check oil, gas, etc.).
Light trash pick-up on designated property.
Light landscaping
Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Employee is regularly required to walk, sit, stand, see, stoop, kneel, crouch or crawl, use hands, reach with hands and arms, speak, hear and lift/move up to 50 pounds.

REQUIRED SKILL SETS

OCCUPATIONAL / TECHNICAL SKILL SET

Knowledge of applicable state, federal and local ordinances, laws, rules and regulations.

Knowledge of proper cleaning methods and equipment.

Knowledge of cleaning solvents and solutions, how to mix and properly apply them.

Knowledge of basic building maintenance.

ADMINISTRATIVE SKILL SET

Ability to handle multiple priorities and projects.

Ability to work efficiently and effectively with little direct supervision.

COGNITIVE SKILL SET

Ability to apply logical thinking to solve practical problems.

Ability to read and interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals.

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to demonstrate initiative and independent judgment.

COMMUNICATIONS SKILL SET

Ability to communicate clearly and effectively, both orally and in writing.

INTERPERSONAL SKILL SET

Ability to establish and maintain effective working relationships with various individuals or groups.

Ability to deal courteously and diplomatically with the general public.

Ability to use tact and discretion.

DESCRIPTION OF WORKING CONDITIONS

Employee works indoors and outdoors with exposure to hazardous chemicals, odors and fumes.

EXPERIENCE, EDUCATION, AND LICENSING REQUIREMENTS

High school diploma or equivalent; possession of a valid state driver's license; or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job.

LAST REVISED

CONTENT APPROVED BY

APPROVAL DATE