

CITY OF BERLIN  
POSITION DESCRIPTION  
FOR  
**CUSTODIAN**

<b>DEPARTMENT:</b>	General Government
<b>DIVISION:</b>	Municipal Building
<b>SUPERVISOR:</b>	City Administrator
<b>SHIFT/HOURS:</b>	6:30 a.m. - 3:30 p.m. M-F generally, (other hours as needed)
<b>CATEGORY:</b>	Three (3)
<b>SALARY SCALE:</b>	Grade

**JOB SUMMARY**

The City Custodian maintains the cleanliness and minor mechanical maintenance of City buildings including: City Hall, Fire Station, Police Garage and Senior Center. The Custodian also is responsible for minor repairs, painting, carpentry tasks, regular cleaning and maintenance of boilers and machinery, furnaces, air conditioning and heating systems, and setting up furniture in meeting rooms.

**ESSENTIAL JOB FUNCTIONS**

- (1) Maintain building perimeters during all seasons by sweeping, snow removal and salting of sidewalks, raking and flowerbed and greenery in front of City Hall.
- (2) Maintain building interiors and maintain cleanliness within City buildings by sweeping, washing, cleaning and sanitizing on a regular basis. This includes proper cleaning and maintenance of kitchens, bathrooms, offices and other rooms in the confines of city buildings. Cleaning includes, but is not limited to: scrubbing, dusting, sanitizing vacuuming, empty and properly dispose of garbage, wash windows, laundry from buildings, and floor maintenance. Floor maintenance includes: removal of furniture for floor stripping, sweeping, mopping, waxing, sealing and shampoo.
- (3) Maintain boiler and machinery, heat pumps, cooling tower, radiators, tanks, generators by general maintenance, oiling, chemical treatments, draining, filling, etc. If mechanical problem requires professional maintenance, the Custodian schedules the required maintenance or repair with a qualified professional.
- (4) Regularly maintain and check fire and smoke alarms for batteries and test to ensure they are working properly. Test fire alarms monthly and document as required.
- (5) Routine elevator maintenance and record required documentation.

- (6) Change furnace filters and fresh air filters regularly, and light bulbs, light timers, batteries, clocks, ceiling tiles, etc. as needed.
- (7) Winterize and seasonally adjust heat and air conditioning for City buildings.
- (8) General assembly, painting, caulking, installation, appliance maintenance, and polishing of stainless steel.
- (9) Clean kitchen appliances, overhead exhaust, and regularly schedule emptying of grease traps.
- (10) Handle general plumbing maintenance issues.
- (11) Purchase salt and salt city walkways during icy weather conditions.
- (12) Handle general errands, including daily mail pick-up for city hall offices.
- (13) Purchase maintenance supplies as needed.
- (14) Maintain MSDS sheets for chemicals.
- (15) Any other duties as assigned.

## **SKILLS & QUALIFICATIONS**

- (1) Must have a high school diploma or G.E.D.
- (2) Ability to work independently, and read and follow directions, and communicate effectively.
- (3) Hold a valid WI driver's license.
- (4) Ability to operate machinery including snow blower, wet/dry vacuums, buffers, and polishers.
- (5) Ability to analyze and assess problems and determine proper course of action.

## **PHYSICAL DEMANDS**

- (1) Ability to lift heavy objects up to 100 lbs, frequently lift and/or carry objects of up to 50 lbs, and perform long periods of heavy manual work.
- (2) Must be able to function with no limitations or restrictions.

- (3) Ability to frequently reach above shoulders, crawl, kneel, push, pull, stand, sit, twist and repeatedly bend.
- (4) Ability to operate machinery including snow blower, wet/dry vacuums, buffers, and polishers.
- (5) Ability to work in all weather extremes.