

CITY OF PARIS JOB DESCRIPTION

Position: Custodian

Reports to: Public Works Superintendent

Department: Public Works

Supervises: None

Purpose:

Under general supervisor of the Public Works Superintendent, or their designee, keeps facilities in clean and orderly condition. Performs heavy cleaning duties, such as cleaning floors, washing walls and glass, and removing rubbish. Duties include performing routine maintenance activities and notifying management of need for repairs.

General Duties and Responsibilities:

- Service, clean, and supply all facilities, including restrooms.
- Clean building floors by sweeping, mopping, scrubbing, and vacuuming. Strip, seal, finish and polish floors. Steam-clean or shampoo carpets, as needed.
- Gather and empty trash.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to facilities and fixtures.
- Clean windows and mirrors, dust furniture, walls, stairwells, and fixtures.
- Requisition supplies or equipment needed for maintenance and custodial activities.
- May move heavy furniture, equipment, or supplies.
- Monitor building security and safety by performing tasks such as locking doors after operating hours and checking equipment to ensure hazards are not created.
- Performs related work as required. These additional duties may represent tasks typically performed by those in a lesser or more advanced job grade.

Physical Demands: While performing the duties of this job, the employee is required to sit for an extended period of time, walk and stand; talk or hear; use hands to finger, handle, feel, or operate objects, tools or controls, reach with hands and arms; operate equipment that produce vibrations, perform repetitive movements of hands or wrist; crouch crawl; have the ability to move safely over uneven terrain. Must be able to wear personal protective gear, as appropriate.

Physical criteria include:

- The ability to lift 25/50 pounds regularly and 100 pounds occasionally
- The ability to safely climb ladders

Other Requirements

- Valid Kentucky Drivers License
- Highschool Diploma or GED

- 3 months related experience
- An equivalent combination of experience and education.
- Ability to understand and follow instructions.
- Ability to read, write, and communicate.
- Ability to perform manual labor for extended periods of time.
- Appreciation of preventative maintenance.
- Demonstrated dependability and integrity.