



City of Peoria

Human Resources

Title: Custodian

FLSA Status: Non-Exempt subject to all Fair Labor Standards Act (FLSA) provisions.

BRIEF DESCRIPTION: The purpose of this position is to perform custodial tasks involving the care and cleaning of City buildings. This is accomplished by cleaning offices and shared spaces, cleaning and sanitizing restrooms, and other general labor work. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Performs work involving the custodial care of the interior and exterior of City buildings.
2	M	Cleans, sanitizes and deodorizes City facilities and fixtures including jail cells and restrooms.
3	H	Moves and arranges furniture and equipment, arranges rooms for meetings and special functions as requested.
4	S	Locks and unlocks buildings at appropriate times and secures buildings.
5	M	Performs basic maintenance and repairs on City buildings.



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JOB REQUIREMENTS:

Description of Minimum Job Requirements	
Experience	3-6 months experience. Limited previous experience required in the same or similar positions. The job requires a basic understanding of common methods, practices, and use of forms and routines of a basic nature.
Education	High school graduation or equivalency.
Technical Skill	Basic technical skills. Work requires the use of standard, routine technical skills appropriate to the work environment of the organization.
Physical Demands	Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about.
Contacts	Contacts are of a routine nature within the work unit. Internal contacts occur in the normal course of performing the job and require basic communication skills such as providing or obtaining data or information regarding commonly encountered business matters. External contacts are not a necessary or regular part of the job.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a limited impact on the organization. Errors are usually detected by the organization. Errors are usually detected by a systematic verification and review. Errors may result in some work flow disruption, repetition of work or have limited impact on resources within a department.
Environment	Exposure to moderately adverse and undesirable environmental conditions. Some health and safety adverse risks. May require safety equipment and precautions.
Safety	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Valid Arizona Class "D" Driver's license upon hire. Based on assignment, limited Police Department Background Check, including Polygraph.

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COMPASSION • COLLABORATION • COMMITMENT



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OVERALL PHYSICAL STRENGTH DEMANDS:

Overall Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	Medium	Heavy	X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	X	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

Physical Demand	Frequency	Brief Description
Standing	C	Observing work site, observing work duties, making presentations
Sitting	O	Desk work, meetings, driving, operate equipment
Walking	F	To other departments/offices, around work site
Lifting	F	Supplies, files, equipment
Carrying	F	Supplies, files, equipment
Pushing/Pulling	F	File drawers, tables and chairs, equipment/tools
Reaching	F	For supplies, for files, for equipment/tools
Handling	O	Paperwork, monies
Fine Dexterity	O	Computer keyboard, telephone keypad, calculator, tools/equipment



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Kneeling	F	Filing in lower drawers, retrieving items from lower shelves/ground, in equipment, for maintenance
Crouching	F	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment, inside attics/pipes/ditches
Bending	F	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	From computer to telephone, getting inside vehicles, operating equipment
Climbing	O	Stairs, step stools, ladders, onto equipment
Balancing	O	On step stools, on ladders, on equipment
Vision	C	Reading, computer screen, driving, observing work site
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		



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MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE: Standard office equipment, Microsoft Office, projectors, hand radio, pager, truck, variety of cleaning equipment and tools: wet & dry vacuum, high-speed buffer, pressure washer, floor stripper, ladder, mops & brooms, and push cart.

ENVIRONMENTAL FACTORS:

C	F	O	R	N	D	W	M	S	N
Continuously	Frequently	Occasionally	Rarely	Never	Daily	Several Times per Week	Several Times per Month	Seasonally	Never
Health and Safety Factors					Environmental Factors				
Mechanical Hazards					Respiratory Hazards				
Chemical Hazards					Extreme Temperatures				
Electrical Hazards					Noise and Vibration				
Fire Hazards					Wetness/Humidity				
Explosives					Physical Hazards				
Communicable Diseases									
Physical Danger or Abuse									

PROTECTIVE EQUIPMENT REQUIRED: Body suits, gloves, goggles, safety footwear, safety eyewear, and dust mask.

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently	Occasionally	Rarely	Never
From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Description of Non-Physical Demands			Frequency
Time Pressure			O
Emergency Situation			R
Frequent Change of Tasks			F
Irregular Work Schedule/Overtime			R
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			F
Noisy/Distracting Environment			O

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other (see below)	X
Recreation/Neighborhood Center		All City buildings inside and out	X