

CSB
JUN 1 1999

APPROVED BY MAYOR
AND CITY COUNCIL

AUG 27 2001

JOB DESCRIPTION
CITY OF JACKSONVILLE, ALABAMA

CITY OF JACKSONVILLE
CITY OF JACKSONVILLE
JACKSONVILLE, ALABAMA

CUSTODIAL WORKER

CODE: 128

DESCRIPTION

This is semiskilled manual work involving the custodial care and maintenance of public buildings and premises.

Employees in this class perform cleaning and minor maintenance work in municipal buildings and premises. Primary responsibility is for the use of proper methods and materials in cleaning and other-wise caring for buildings, grounds, and equipment. Employees work under close supervision or work follows a well established routine.

EXAMPLES OF WORK PERFORMED

(All duties listed may not be found in each position, nor does the list include all tasks which may be assigned to positions in this class.)

Scrub, mop, wax, and polish floors, and dust and polish furniture; wash windows, woodwork, toilets, washrooms, and fixtures.

Replace burned-out light bulbs; assist in making simple repairs to buildings and equipment.

Move office and store furniture.

Sweep and clean walks, mow lawns, rake leaves, and generally assist in keeping outside premises in an orderly condition.

Perform related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of materials, methods, and equipment used in janitorial work.

Ability to understand and follow simple oral and written instructions.

Ability to make minor repairs and adjustments to cleaning equipment.

Ability to perform a variety of routine manual tasks in the care, cleaning, and limited maintenance of buildings and equipment.

QUALIFICATIONS

Completion of the eighth school grade; some experience in related work.