



Job:	Building Custodian	FLSA:	Non-Exempt
Dept.:	Parks and Recreation	EEO-4 Code:	PARA
Reports to:	Parks and Recreation Director	Date:	08/2023
Supervises:	None		
Pay:	\$15.61/hr		

JOB SUMMARY

The Building Custodian is responsible for the cleaning and maintenance of the building and grounds.

MAJOR DUTIES

1. Oversees cleaning/maintenance of recreation facilities, ensures adequate coverage during building rentals; coordinates staffing to cover activities/events requiring additional custodial services as needed.
2. Be able to clean, treat, and maintain wax and polish to refinish floors as required.
3. Store and restock cleaning supplies and equipment in a safe and orderly manner.
4. Clean and clear waste containers and dispose of refuse and recyclables.
5. Move furniture and equipment as requested by Supervisor or his/her designee.
6. Ensures compliance with all applicable rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment; places safety cones, markers, or signs to alert employees/citizens of work areas, wet floors, or other potential hazards; initiates any actions necessary to correct deviations or violations.
7. Reports all repairs needed to furniture, fixtures, or facilities, such as water leaks, power failures, electrical problems, malfunctioning equipment, property damage, or other potential problems involving building operations; takes basic correction action as appropriate.
8. Maintains a comprehensive, current knowledge of applicable laws/regulations and safety guidelines; maintains an awareness of new products, methods, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.
9. Ensures all doors in assigned work area are locked at the completion of the day.
10. Perform other related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of custodial maintenance principles.
2. Knowledge of grounds maintenance principles.
3. Skill in the operation of a variety of grounds maintenance tools.

SUPERVISORY CONTROLS

The Director assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the results.

GUIDELINES

Guidelines include Human Resources Standards of Practice, benefit program agreements, state and federal employment law, and city policies and procedures.

COMPLEXITY/SCOPE OF WORK

- The work consists of related building and grounds custodial duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to maintain department buildings and grounds. Success in this position results in a safe and well-maintained environment for employees, clients, and the general public.
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CONTACTS

- Contacts are typically with co-workers, grant recipients, key stakeholders, and members of the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Work is typically performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- Work is performed in a indoors and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious of infectious diseases, or irritating chemicals. Work required the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required.
- One (1) year of related experience required.

*The City of Brunswick offers a competitive salary with an excellent benefit package.
The City of Brunswick is an Equal Opportunity and E-Verify employer.*