



City of Brunswick Job Application

Job: Building and Grounds Custodian
Dept.: Roosevelt Harris Senior Center/NCS
Reports to: Center Manager
Supervises: None
Pay Rate: \$14.47

FLSA: Non-Exempt
EEO-4 Code:
Date: 10/2023

JOB SUMMARY

This position is responsible for the custodial care of department buildings and grounds.

MAJOR DUTIES

1. Changes light bulbs and fluorescent tubes.
2. Sweeps, vacuums, mops, dusts, shampoos, steam clean, strips, waxes, polishes, and buffs floors.
3. Empties garbage and recyclable materials; relines cans with liners daily.
4. Cleans and sanitizes restrooms and replenishes supplies; cleans sills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
5. Wash windows, walls, metal, and woodwork.
6. Cleans rain gutters; sweeps roofs and sidewalks.
7. Collects litter from buildings and grounds.
8. Maintains landscaping; rakes leaves and prepares flower beds; removes weeds.
9. Maintains outside walk area, including sweeping debris and washing walkways.
10. Inspects and maintains assigned custodial equipment and small tools in proper operating condition.
11. Opens, closes, locks, and unlocks facilities.
12. Assists in setting up for congregational meals; serves meals and cleans up following.
13. Assists in the preparation of meals as needed.
14. Maintains records of work completed.
15. Moves and sets-up furniture, etc.
16. Performs related duties as assigned.

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.
4. Skill in the operation of a variety of custodial tools, equipment, and chemicals.

SUPERVISORY CONTROLS

The Center Manager assigns work in terms of somewhat general instructions. The Center Manager spot-checks

completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

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.

CONTACTS

- Contacts are typically with coworkers and the general public.
- Contacts are typically to resolve problems and provide services.

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 community center and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or 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.
- Less than one year of related experience required.

The City of Brunswick is an Equal Opportunity and E-Verify employer.