

City of Morgantown  
Department of Personnel and Employee Relations

Date: 11/26/2013

Job Title: Building Maintenance/Custodian

**Job Summary**

Works under the supervision of the Signs and Signals and Building Maintenance Supervisor and the Assistant Public Works Director and is reviewed for compliance with established procedures while working, and through review after task completion; works to maintain City of Morgantown Public Buildings; mops and waxes floors, shampoos and vacuums carpets, cleans (windows, restrooms, furniture, walls, and stairs), maintains and orders building supplies, paints facilities, makes minor repairs to building and equipment, inspects the condition and the readiness of heating, ventilating, air conditioning and emergency generator systems and performs maintenance on same. Building Maintenance Custodian also maintains cleaning equipment and supplies inventory, and determines the correct type and proper use of caustic, acidic, and solvent cleaning chemicals and agents.

**Job Duties and Responsibilities**

1. Changes light bulbs, replaces electrical switches, lubricates motors, cleans and unclogs drains, changes washers, changes filters, cleans heating elements, inspects the condition and readiness of heating, ventilating, air conditioning and emergency generator systems.
2. Performs minor painting, drywall repairs, and plumbing.
3. Collects and removes all interior solid waste and cleans up litter both inside and outside the Public Buildings on a daily basis.
4. Assembles and moves furniture and other heavy objects, replaces defective ceiling tiles, hangs pictures, and oils squeaky doors and furniture.
5. Clears and cleans sidewalks of snow and debris and rakes and bags leaves.
6. Cleans windows, tables, chairs, walls and floors, and dusts shelves.
7. Maintains cleaning equipment and supplies inventory, and determines the correct type and proper use of caustic, acidic, and solvent cleaning chemicals and agents.
8. Cleans rest rooms including sinks, toilets, mirrors, walls, floors, and restocks soap and paper supplies as needed.
9. Mops, strips, waxes, and spray buffs floors, shampoos and vacuums carpet and fabric furniture.
10. Promotes a professional, courteous service as a representative of the City of Morgantown.
11. Performs related work and duties as needed or assigned by supervisor.

### **Equipment Used**

Equipment used on a regular basis includes: vacuum sweeper, floor buffer, push broom, mop and ringer bucket, hose with pressure nozzle, and cleaning chemicals and solvents, snow blower, rug shampooer, and power tools.

### **External Contacts with Public and Officials**

Employee encounters daily contact with City of Morgantown personnel and casual contact with the General public.

### **Physical Requirements**

Employee spends a large portion of shift using equipment requiring fine eye-hand coordination in physical locations requiring repeated bending, crouching, stooping, stretching, crawling, and working from ladders and elevated work places. Daily operations require unaided lifting of objects weighing as much as fifty (50) pounds.

### **Surroundings**

Employee works both indoors and out of doors depending upon task assignment. Daily conditions encountered include dirt, dust, noise, odors, vibration, and fumes. Other conditions vary with seasons.

### **Qualifications**

1. Requires a high school graduate or equivalent thereby enabling employee to read written instructions and give written responses in performance of daily activities.
2. Requires experience in manual labor.
3. Requires the ability to understand and act on oral instructions.
4. Requires the possession of a valid State of West Virginia Driver's License.
5. Requires the ability to use cleaning chemicals in public areas in a responsible and safe manner.
6. Requires some agility and the ability to lift and move equipment weighing as much as fifty (50) pounds.
7. Requires a minimum of three years (3) experience in custodial, plumbing, electrical and other building maintenance activities.

### **Desirable Qualifications**

1. Vocational technical education in heating, ventilation, air conditioning, and plumbing or other building maintenance areas
2. The ability to physically manipulate objects weighing as much as fifty (50) pounds.
3. Some training in First Aid and CPR

**NOTE:** This position description is not meant to be unduly restrictive nor comprehensive. Any one position may not include all of the specific duties listed, nor do the job examples cover all of the duties which may be performed. Duties are subject to change as operational needs justify.