

CITY of RUTLAND

Job Description

Department: Recreation and Parks

Position: Custodian I

Classification: Seasonal

Hours per week: 20 - 37.5

Pay range: \$15.00 - 17.00 (Based on Experience)

Bargaining unit status: None

Reports to: Department Superintendent and Director of Parks, Grounds, and Facilities

Revised: 2/2023

This position provides custodial care and minor repairs ensuring the safe, effective, and efficient maintenance and operation of the City's facilities.

Primary Duties

- Sweeps, mops, washes, floors by hand; dusts and polishes furniture and woodwork; washes windows, screens, sills, woodwork, doors, walls, and ceilings.
- Performs minor building maintenance repairs and inside painting as needed.
- Reports larger repairs to supervisors.
- Cleans, sanitizes and restocks restrooms, dusts and vacuum rooms and rugs.
- Collects and disposes of trash; collects and disposes of recycling.
- Replaces light bulbs.
- Operates vacuum cleaner and other mechanical cleaners as needed.
- Moves furniture, supplies and equipment manually or by use of a hand truck.
- Shovels snow, spreads snowmelt, maintains sidewalks and assists in keeping outside premises in a safe and orderly condition.
- Secures work area and/or facility in a safe and orderly fashion while working and when a task is completed.
- Performs set-up and breakdown of room rentals; assists with special events.
- Conducts building inspections including, but not limited to doors and door hardware, window frames and glass, interior walls, floors and ceilings and stair railing and walks.
- May be required to support Parks staff in repairs and maintenance as needed.
- Performs related duties as assigned and needed.

Other Skills, Abilities and Attributes:

- Have a working knowledge of building care and care of equipment with the ability to keep proper records and follow oral and written instructions.
- Must be able to work with the public and fellow employees in a professional, courteous and tactful manner.
- Ability to resolve procedural problems in the field as they arise.
- Ability to read and understand operations manuals, schematic diagrams, sketches, and specifications.
- Ability to perform the physical requirements of the job with or without accommodation.
- Must be versatile, show initiative, work well in a team atmosphere and possess a positive attitude.

- Working knowledge of cleaning methods, chemicals, and materials for facility care.

Educational Requirements: H.S. degree or equivalent

Language Ability

- Ability to respond to common inquiries or complaints from employees and supervisors.

Mathematical Skills

- Ability to perform mathematical functions such as add, subtract, multiply, and divide

Reasoning Ability

- Ability to define problems, establish facts, and draw valid conclusions.

Computer Skills

To perform this job successfully, an individual should be proficient at a basic level in:

- Google Applications (Doc, Sheet, Drive)
- Email

Certifications and Licenses:

- Valid VT State driver's license

Supervisory Responsibilities:

None

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to walk, and lift 50 pounds. Specific vision abilities required by this job include close vision for cleaning.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily indoors. There will be limited work outdoors as needed.