

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 315

CUSTODIAN

GENERAL

Moderately heavy custodial work involving a variety of housekeeping tasks performed under relatively close supervision.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Scrubs, mops, waxes, and polishes floors. Dusts and polishes furniture, washes windows, woodwork, washrooms and fixtures. Shampoos rugs. Empties wastebaskets and ashtrays. Takes out trash for disposal. Cleans up grounds and areas around buildings.

Replaces burned out light bulbs. Assists in making simple repairs to equipment and furniture.

Maintains stock levels as required and maintains routine records.

Assists in moving files, heavy desks and other furniture. Assists in moving offices to various sections of City buildings.

Assembles and disassembles various pieces of office equipment, such as desks, chairs, file cabinets, etc., in the performance of these duties.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the materials, methods and equipment typically used in janitorial work.

Ability to understand and follow simple oral and written instructions. Ability to make minor repairs and adjustments to cleaning equipment.

Sufficient physical strength and agility to perform a variety of moderately heavy custodial tasks in the care and limited maintenance of buildings and equipment.

MINIMUM QUALIFICATIONS

Experience in domestic or janitorial work.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Sufficient physical strength to perform moderately heavy manual labor work. Occasional lifting of up to 80 lbs.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.