

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Custodian **GR:** 101 **FLSA:** Non-Exempt **DATE:** 07/22/2025
DEPARTMENT: Parks & Recreation **DIVISION:** Building Maintenance
REPORTS TO: Facilities Superintendent **APPROVED:** _____ **JOB CODE:** 7015

GENERAL DESCRIPTION:

Under general supervision, keeps assigned buildings clean and orderly. Works within prescribed standards and procedures. Limited judgement is exercised with some leeway for discretion and independent action.

TYPICAL DUTIES:

- Cleans and maintains various municipal and outside agency buildings as assigned.
- Sweeps, scrubs, strips and waxes hard surface floors; vacuums, shampoos, removes spots and stains in carpets.
- Dusts and polishes furniture, sills, blinds, woodwork, light fixtures, etc.; replaces light bulbs and fluorescent tubes; washes windows and walls.
- Cleans and disinfects restrooms and kitchens; empties and cleans waste receptacles; cleans grounds by picking up paper and trash.
- Performs visual checks on all mechanical systems, buildings, and grounds for repairs.
- Maintains equipment; performs minor repairs on equipment.
- Locks and unlocks doors, windows and security systems.
- Aids in emergency and storm related activities; shovels snow as assigned.
- Performs overtime as required and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- One (1) year experience with general cleaning and maintenance tasks in a commercial or institutional environment, such as offices, schools, or public buildings.
- Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials, building occupants and the public. (Daily)

Maintain and continually upgrade knowledge of methods, materials and equipment used in janitorial work. (Daily)

Following all recommendations for using Personal Protective Equipment (PPE) (Daily).

Clean and maintain assigned areas. (Daily)

Maintain time and mileage sheets. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Minimum climbing includes uneven surfaces, ladders, and balance required.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS (CONT'D):

Walking: Extensive amount required.

Stooping/Bending: Frequently.

Stand/Sit: Sit about 10 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Heights: Use step ladder and extension ladder.

Vision: Adequate to perform essential functions.

Color Vision: Adequate to perform essential functions.

Hearing: Adequate to perform essential functions.

Speech: Occasionally express ideas by means of spoken words.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring eye/hand/foot coordination.

Manual Dexterity: Frequently operates equipment requiring some dexterity.

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Inside work and minimal outside work.

Cold/Heat: Controlled environment, adverse weather conditions possible.

Noise/Vibrations: Equipment noise.

Hazards: Exposure to cleaning chemicals and polishes.

Fumes/Dust/Odors: Exposure to dust, fumes and odors.

Infections Diseases and Bodily Fluids: Exposure possible.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to write and maintain written records.

Ability to listen to and apply information and instructions.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to handle stress associated with meeting deadlines and/or comply with schedules.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Brooms, carpet extractors, floor buffers and burnishers, hand tools, ladders, mops, vacuum sweepers, walk-behind and ride-on auto scrubbers.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.