

# SPRING LAKE DISTRICT LIBRARY JOB DESCRIPTION

## CUSTODIAN

**Supervised by:** Facility Manager

**Supervises:** N/A

### **Position Summary:**

Under the supervision of the Facility Manager, the Custodian is responsible for maintaining a clean, comfortable and safe environment for library patrons. Custodian identifies and reports all problems related to the library to the Facility Manager, and recommends solutions to those problems. Custodial work requires the use of power and hand tools to perform a variety of tasks of moderate complexity. Custodian performs grounds and snow removal. Custodian may occasionally be required to respond to building emergencies during and after hours of library operation.

### **Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Perform routine janitorial and general maintenance work required to keep up appearance and safety of building interior (public and office areas), exterior, and grounds, and perform custodial routines on a regular basis. For example, but not limited to, vacuum carpets; clean hard surface floors; clean and maintain furniture in public and staff areas; clean mirrors, glass, and windows, inside and out; dust book shelves, furnishings, and windowsills; empty trash cans and haul waste to dumpster; straighten tables and chairs; clean restrooms including sanitizing toilets, urinals and sinks, and change supplies; pick up litter; disinfect computer keyboards and phones; clear sidewalks of leaves, and debris; shovel snow, run snowblower, and de-ice walks when necessary; assist with outdoor grounds work as needed; may assist with cleaning roof drains and removing debris from roof.
2. Perform preventative maintenance work and/or repair work on library building, grounds and related equipment. Inspects and reports need for major repairs to Facility Manager. This may include assisting with annual inspection and maintenance of fire extinguishers, fire alarms, etc. With instruction or supervision may assist with minor repairs to defective plumbing, electrical wiring, computer cabling, window panes, lights, furniture and equipment, etc. Replaces lighting components. Paints walls, trim, parking spaces, etc. as necessary or assigned.
3. May Perform light construction work (walls, shelves, racks, etc.) as assigned. Assembles/erects equipment and furnishings purchased by the library when necessary.
4. Set up meeting rooms as needed and restack chairs and tables after meetings.
5. Perform other duties as assigned.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- High school diploma or GED from an accredited institution required.
- Previous work experience as custodian, janitor or working in a similar role preferred.
- Basic mathematical skills, and ability to read, understand, follow, and enforce safety procedures.
- Ability to operate vacuums and other related equipment.
- Must be physically able to perform the essential functions of the position which includes, but is not limited to, the ability to move heavy ladders and other items, ability to climb ladders, and ability to lift up to 75 pounds of weight.
- Ability to safely use cleaning equipment and supplies.
- Ability to use hand and power tools applicable to trade.
- Ability to work with minimal supervision.
- Proficient with handling basic maintenance repairs.
- Familiarity with basic landscaping.
- Must be willing and able to work occasional evenings and weekends.
- Willing and able to work outside in inclement weather conditions on occasion.

### **Physical Demands and Work Environment:**

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

While performing the duties of this job, the employee regularly works in a climate-controlled building, but occasionally works outside in inclement weather conditions. In order to properly perform the essential functions of this job, the employee is required to: stand or walk and stoop or kneel and sit; lift, carry, push, reach, and climb ladders. May be asked to become certified to operate a hydraulic lift and perform maintenance or cleaning at heights above 8 feet. While performing the duties of this job the employee may occasionally be exposed to dust, hazardous chemicals or noxious fumes, cleaning product and paint fumes. The employee must lift and/or move items manually up to 75 pounds in weight. The employee must reach shelves which range from floor height to 82 inches high. The noise level in the work environment is usually quiet to moderate.