

City of DeFuniak Springs

71 US Hwy. 90 W.
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JOB NOTICE CUSTODIAN – PARKS DEPARTMENT

Post Date: November 14, 2019

Close Date: Open Until Closed

FLSA Status: Non-Exempt
Starting Annual Pay Rate: 13-14 DOQ

Job Summary:

This is an entry level position performing janitorial and light maintenance work of city buildings, equipment and grounds. Subject to be called in on a holiday or during an emergency situation.

Essential Job Functions:

- Sweeps, mops, strips and waxes flooring, vacuums carpets and floors including hallways & stairs.
- Cleans sinks, urinals and toilets.
- Dusts and waxes furniture and empties trashcans/wastebaskets.
- Washes windows, cleans blinds and fans.
- Replenishes supplies such as paper and soap.
- Moves furniture and other materials as requested.
- Performs light maintenance as needed.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- May be required to work on-call for opening and closing buildings.
- Must create a positive public image as a representative of the city.

Position Qualifications:

High School diploma or GED obtained with the ability to learn and perform the functions of the job. Requires a valid driver's license.

Applications may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. We consider applicants for all positions without regard to race, color, national origin, gender, age, disability, marital status, religion, or any other legally protected status. We consider applicants for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status.

City of DeFuniak Springs – Custodian

FLSA STATUS: Non-Exempt
SUPERVISORY STATUS: Non-Supervisor

DEPARTMENT: Parks
REPORTS TO: Facilities Supervisor

JOB SUMMARY:

This is an entry level position performing janitorial and light maintenance work of city buildings, equipment and grounds. Subject to be called in on a holiday or during an emergency situation.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other departments to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Sweeps, mops, strips and waxes flooring, vacuums carpets and floors including hallways & stairs.
- Cleans sinks, urinals and toilets.
- Dusts and waxes furniture and empties trashcans/wastebaskets.
- Washes windows, cleans blinds and fans.
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- Performs light maintenance as needed.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- May be required to work on-call for opening and closing buildings.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of building cleaning practices, supplies, and equipment.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of fire extinguishers and smoke alarms.
- Skilled in the use and care of tools, equipment and materials assigned.
- Ability to understand verbal and written instructions.
- Ability to work cooperatively with co-workers.
- Ability to read and comprehend a material data sheet (MSD)
- Ability to demonstrate initiative.
- Ability to exercise considerable tact and courtesy in contact with the general public.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

High School diploma or GED obtained with the ability to learn and perform the functions of the job. Requires a valid driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are 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 job functions.

Must speak, read, write and comprehend fluent English. Required to sit, walk, talk and hear. Specific vision abilities required include close vision and the ability to adjust focus. Use of both hands and fingers with dexterity. Required to use hands and fingers to operate objects, tools or controls and reach with hands and arms. Must be able to maintain repetitive motions. Must be able to climb ladders and scaffolding. Must be physically able to operate motor vehicles, including light pickup trucks and various heavy equipment. Must be able to lift and/or move up to 50 pounds. Must be able to exert up to 75 pounds of force occasionally, and/or up to 35 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium to prevent falling when walking or standing on uneven surfaces and when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for medium to heavy work. May be subject to dust, heat, and physically dangerous areas while working in field. May be subject to insects, snakes, rodents or spiders. May be subject to confined spaces. May be exposed to various extreme atmospheric conditions. If you become unable to perform the duties required of this position the city will make every effort to make reasonable accommodations. The city reserves the right to transfer you, if a position is available, to reasonably accommodate your needs with the understanding the city also reserves the right to fill your position with another applicant capable of performing the needs of the city.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description.

Employee Signature: _____ Date: _____