



CUSTODIAN – PART-TIME

City of Goodland Building Department

POSITION SUMMARY

The Part-Time Custodian is responsible for the maintenance and cleaning of City buildings, such as the City Office, Airport Terminal, Police Department, Welcome Center and other areas as assigned. This non-exempt position offers flexible scheduling and up to 16 hours of work per week.

ESSENTIAL FUNCTIONS

- Empties trash, dusts, mops, vacuums and performs light cleaning for all areas.
- Cleans sinks, stools, counters and drinking fountains.
- Keeps rest rooms supplied with toilet paper, soap and other supplies.
- Washes mirrors, windows and doors.
- Replaces light bulbs in interior and exterior lights that are safely accessible.
- Notifies supervisor of required repairs and maintenance needs to buildings.
- Prepares meetings rooms and spaces.
- Light maintenance duties such as: painting, moving tables and chairs, installing signs, etc.
- Assists with maintenance upkeep and cleaning of vehicles.
- Performs light grounds work, trash clean-up and landscaping duties as needed.
- Performs other related duties as assigned.

POSITION REQUIREMENTS

Experience: Requires no previous experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within three months of employment.

Education: A high school diploma or GED is required. Must possess a valid Kansas Driver's License (or obtain in 30 days.).

Technical Skills: Must be able to operate trucks, hand tools, two-way radios and department equipment. Ability to understand and anticipate problems, perform physical labor, follow department policies, understand written instructions, maps, manuals, and reports is required. Should possess good public relation, oral and written communications skills.

Problem Solving/Decision Making: Independent problem solving and decision making is sometimes involved.

Supervision: Works with limited supervision from Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers and supervisory personnel is expected.

Working Conditions: Work will primarily be conducted indoors with some outside work as needed. During winter weather, on occasions may be required to withstand extended periods of time of below zero degrees outdoor climate and work under extreme weather conditions that may include snow, sleet or rain. Must be able to withstand extreme heat during the summer time and still be able to perform manual labor as well as operate certain equipment. Must be able to work under some noise conditions caused by lawn mowers, snow throwers, yard equipment, and office noise.

Physical Requirements: Required to stand and walk for up to 6 hours; use hands to handle, push, feel or operate objects, controls, or tools; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 50 pounds.

THE CITY OF GOODLAND IS AN EQUAL OPPORTUNITY EMPLOYER.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.
