



**CITY OF ELOY, AZ  
JOB DESCRIPTION**

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<b>TITLE:</b>	<b>Custodian</b>	<b>5202</b>
<b>REVISED:</b>	<b>September 25, 2017</b>	<b>FLSA: Non-Exempt</b>

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**Summary:** Under general supervision, performs semiskilled general labor work in cleaning and maintenance of City buildings and general custodial duties.

**Essential Job Functions:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of custodian and manual labor tasks as assigned; follows all safety rules and regulations; duties may vary according to job assignment.
- Working independently, performs routine cleaning, restroom sanitation, floor care, and trash disposal in assigned City facilities; orders and picks up supplies as needed.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition; completes minor repairs on cleaning equipment as needed.
- Operates a variety of trucks and equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems requiring additional repair.
- Performs minor semi-skilled and unskilled interior and/or exterior building maintenance and repairs.
- Opens, closes, locks and unlocks facilities as needed; sets up and takes down meeting rooms; assists with setup and teardown and other tasks for special events as directed.
- Responds as directed to perform emergency cleaning work as required; may assist with vehicle maintenance and transport, and oversee part-time workers.
- Performs other duties as assigned or required.

**Knowledge and Skills:**

- Knowledge of City policies and procedures.
- Knowledge of occupational hazards and safety precautions.
- Skill in working independently to complete daily activities according to work schedule.
- Skill in the safe use of chemicals and cleaning compounds.
- Skill in the operation and maintenance of power tools, special equipment and vehicles.
- Skill in following verbal and written instructions.

**Minimum Qualifications:**

High School diploma or GED equivalent; one (1) year of experience in janitorial or custodial work is desirable; OR an equivalent combination of education and experience.

Must maintain a valid State of Arizona driver's license.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*