

## **City of Burlington Job Description**

**Position Title:** Custodian I Miller Center  
**Department:** Parks and Recreation  
**Reports to:** General Foreman  
**Pay Grade:** 8 **Job Code:** 438  
**Exempt/Non-Exempt:** Non-exempt **Union:** AFSCME

### **General Purpose:**

This position provides general and recurring indoor and outdoor custodial work, at times using mechanical equipment. Also performs routine maintenance, building security, and event set-up/take-down duties primarily for the Miller Recreation Center. This position will also service other City facilities under the direction of the Facilities Coordinator and Buildings Maintenance Foreman.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

- Assure building security by vacating building occupants, securing windows and doors, and reporting unusual events to supervisor.
- Sweep, vacuum and mop floors throughout all buildings.
- Set up furniture for meetings and events as directed at the Miller Recreation Center and other facilities as directed.
- Operate mechanical and manual equipment to strip, wash, wax and buff floors.
- Wash windows, walls, fixtures, doors, and woodwork. Polish the furniture, mirrors and chrome hardware.
- Empty and clean trash containers; prepare trash for removal from property by outside garbage contractors.
- Clean and sanitize kitchen and bathroom sinks and toilets.
- Clean and unplug drains.
- Clean and replenish supplies of all dispensers in rest rooms.
- Sweep, clean and remove trash from outdoor walkways, driveways and facility grounds.
- Remove snow and ice from walkways using manual and mechanical equipment.
- Interact favorably with the general public at all times.
- Performs other duties as required.

### **Non-Essential Job Functions:**

- Wash, prepare for painting and paint walls and woodwork.

**Qualifications/Basic Job Requirements:**

- High school Diploma or equivalent and one (1) year previous experience in custodial or janitorial field working without close supervision required.
- Must be able to follow written and verbal instructions.
- Must have proven ability to be entrusted with keys to City buildings, offices, facilities, and tools and equipment.
- Possess and maintain valid Vermont State Driver’s License.
- Ability to work in various weather conditions required.
- Ability to work with chemicals and solvents associated with cleaning and maintenance required.
- Experience operating mechanical and manual equipment to strip, wash, wax and buff floors required.
- Ability to operate hand tools, power tools and various equipment required.
- Must be able to work weekend, night and holidays.

**Physical & Mental/Reasoning Requirements; Work Environment:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> seeing                    | <input checked="" type="checkbox"/> ability to move distances within and between warehouses/offices | <input checked="" type="checkbox"/> lifting (specify) 50 pounds   |
| <input type="checkbox"/> color perception (red, green, amber) |   | <input checked="" type="checkbox"/> carrying (specify) 50 pounds  |
| <input checked="" type="checkbox"/> hearing/listening         | <input checked="" type="checkbox"/> climbing  |   |
| <input type="checkbox"/> clear speech                         | <input type="checkbox"/> ability to mount and dismount forklift/truck                               | <input checked="" type="checkbox"/> driving (local/over the road) |
| <input checked="" type="checkbox"/> touching                  | <input checked="" type="checkbox"/> pushing/pulling   |   |
| <input checked="" type="checkbox"/> dexterity                 |   |   |
| <input checked="" type="checkbox"/> hand                      |   |   |
| <input checked="" type="checkbox"/> finger                    |   |   |
| <input checked="" type="checkbox"/> reading - basic           | <input checked="" type="checkbox"/> math skills - basic   | <input checked="" type="checkbox"/> analysis/comprehension        |
| <input type="checkbox"/> reading - complex                    | <input type="checkbox"/> math skills - complex  | <input checked="" type="checkbox"/> judgment/decision making      |
| <input checked="" type="checkbox"/> writing - basic           | <input type="checkbox"/> clerical   |   |
| <input type="checkbox"/> writing - complex                    |   |   |
| <input type="checkbox"/> shift work                           | <input checked="" type="checkbox"/> outside   | <input type="checkbox"/> pressurized equipment                    |
| <input checked="" type="checkbox"/> works alone               | <input checked="" type="checkbox"/> extreme heat  | <input checked="" type="checkbox"/> moving objects                |
| <input checked="" type="checkbox"/> works with others         | <input checked="" type="checkbox"/> extreme cold  | <input checked="" type="checkbox"/> high places                   |
| <input checked="" type="checkbox"/> verbal contact w/others   | <input type="checkbox"/> noise  | <input checked="" type="checkbox"/> fumes/odors                   |

face-to-face contact

mechanical equipment

hazardous materials

inside

electrical equipment

dirt/dust

**Supervision:**

Directly Supervises: 0

Indirectly Supervises: 0

**Disclaimer:**

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**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

August 9, 2007(revised 08/17/07)  
(Revised July 2013)