

**BAY COUNTY DEPARTMENT OF WATER AND SEWER
JOB DESCRIPTION
CUSTODIAN**

GENERAL SUMMARY:

The work on this job consists of performing manual custodial care and housekeeping on the wastewater treatment control building and administration office facilities.

EXAMPLES OF DUTIES:

- a. Primary responsibility is cleaning and caring of buildings and equipment. To work following established routine and perform with independence in carrying out regular assignments with minimum supervision.
- b. Remove snow and ice from walkways and steps.
- c. Sweeps, mops and vacuums floors and carpets, dusts and cleans offices and other work areas; strips, waxes, and polishes floors; polishes furniture; collects and removes waste; washes windows and cleans restrooms.
- d. Secures buildings nightly; performs minor maintenance to building fixtures and equipment; and light bulbs; painting of equipment, buildings and offices.
- e. Assists in loading and unloading supplies and materials.
- f. Attends to errands, delivers and picks up special orders and supplies.
- g. Cut grass, weed and brush removal, trim tree and bushes as directed, rake grass and leaves.

The foregoing are not to be construed as a list of all the duties of this classification and Supervision has the right to assign other duties, as deemed necessary, to continue with the efficient operation of the employer's business.

EDUCATION AND/OR EXPERIENCE:

High School diploma. Must be able to speak, read and write English and understand basic arithmetic. On-the-job training or previous experience in custodial work, including maintenance and minor repair work.

GENERAL EDUCATIONAL DEVELOPMENT:

a. *REASONING:*

Apply common sense understanding to carry out simple instructions.

Ability to understand and carry out written or verbal instructions.

b. MATHEMATICAL:

Perform simple addition and subtraction for counting and recording purposes.

c. LANGUAGE:

Ability to learn job duties from oral instructions or demonstrations and request supplies and materials orally or in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

- a. Valid Michigan Driver's License

TEMPERAMENT:

Worker must adjust to repetitive operations carried out according to set procedures.

PHYSICAL DEMANDS:

Medium work involving climbing, balancing, stooping, kneeling, crouching and reaching.

WORKING CONDITIONS:

Both inside and outside. Exposed to weather, odors and risk of bodily injury.

THE BAY COUNTY DEPARTMENT OF WATER AND SEWER IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE DEPARTMENT OF WATER AND SEWER WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.