

**CITY OF CONCORD  
CLASS SPECIFICATION**

<b>CLASS TITLE:</b>	<b>CUSTODIAN</b>	<b>JOB CODE: 7050</b>
<b>DEPARTMENT:</b>	<b>GENERAL SERVICES DEPARTMENT</b>	<b>DATE: 2/08</b>
<b>REPORTS TO:</b>	<b>VARIOUS</b>	

**JOB SUMMARY:**

Performs work in the general cleaning, maintenance and upkeep of buildings and grounds.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Performs custodial duties which include cleaning offices, common areas, rest rooms and kitchen areas; vacuums carpets, scrubs and waxes floors, dusts, washes windows and performs other miscellaneous custodial duties associated with maintaining clean buildings and facilities.

Clears walkways of snow.

Empties trash containers, sweeps parking lots and exterior walk-ways.

Maintains inventory of all supplies required to perform the duties of the position.

Repairs and/or assembles small appliances as required.

May run a variety of miscellaneous errands including, pick-up and delivery of inter-departmental mail, supplies etc.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Vacuum Cleaner	Small Hand Tools	Cleaning Supplies
Buffer	Snow Blower	Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

No prior experience or training is required.

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Cleaning techniques, equipment, and compounds and their proper uses.

**Skill in:**

Use of general maintenance equipment.

**Mental and Physical Abilities to:**

Read and comprehend simple instructions, short correspondence and memos.

Apply common sense understanding to carry out simple instructions.

While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.

**Working Conditions:**

While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles, and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.