

CITY OF OSHKOSH

POSITION DESCRIPTION

Position: LIBRARY CUSTODIAN

FLSA Status: Non-Exempt

Department: Library

Division: General Services

Reports to: Library Director

Date: XXX

POSITION SUMMARY

This position involves responsibility for routine cleaning and upkeep of the Oshkosh Public Library's halls, stairwells, public areas, staff work areas, restrooms, storage areas, and offices in a clean, orderly, safe and sanitary manner. Work is subject to inspection for established standards and compliance under the general instruction of the Library Director, Maintenance Engineer and/or other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- **Interior Building Maintenance (85%):** Perform a variety of custodial/janitorial tasks including: Clean and sanitize restrooms and replenish supplies. Clean spills. Clean surfaces to include drinking fountains, mirrors, tables, countertops, cupboards, walls, fixtures, blinds, light fixtures, stainless steel, furniture, etc. Inspect and maintain assigned custodial equipment and small tools for proper operating condition. Collect and dispose of garbage and recycling. Clean windows, walls, metal and woodwork. Clean carpets, sweep, vacuum, mop, dust, dust mop, shampoo, strip, wax, polish and burnish floors. Assist in the set up and take down of meeting room needs as necessary. Maintain current skills and knowledge in the proper and safe techniques of building maintenance and material safety. Attend any training as required.
- **Building Security and Records (10%):** Maintain the security of buildings and areas and open/close, lock/unlock facilities as needed. Assist in accepting, delivering and storing materials delivered to buildings. Maintain daily records of work completed and communicate progress to Maintenance Coordinator. (5%)
- **Exterior Building and Grounds Maintenance (5%):** Perform limited exterior grounds work duties including picking up litter around building, on walkways and lawns, sweeping, cleaning cobwebs off the building, cleaning exterior glass, etc.
- Perform other duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or equivalent.
- At least three (3) years of increasingly responsible related experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of best practices, equipment, materials, chemicals and supplies used in building cleaning and custodial work.
- Skill in operation of listed tools and equipment.
- Ability to be reliable and punctual
- Ability to work independently and to complete daily, weekly, monthly and seasonal activities according to a work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to effectively communicate, both orally and in writing.
- Ability to use equipment properly and safely.
- Ability to understand and follow written and oral instructions.
- Ability to establish effective working relationships.

In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of the position.

TOOLS AND EQUIPMENT USED

Floor burnisher/stripper, floor waxer, vacuum cleaner, shop vac, mop, broom, dust mop and dusting equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, climb, walk, use hands to finger/handle/feel or operate objects, tools and controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must frequently lift and/or move up to 45 pounds and push and/or move up to 100 lbs. using a wheeled cart or dolly.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works with machinery. While work mainly occurs indoors, the employee may at times be required to work outdoors and is

occasionally exposed to extreme temperatures, wet and/or humid conditions, fumes or airborne particles, and toxic chemicals.

The employee is occasionally exposed to risk of loud noises.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews, background check and job-related tests may be required.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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