

RESOLUTION NO. 25-2013

Amending the Job Description for the Position of
Building Custodian and Amending the Pay
Resolution to Accommodate Said Position.

WHEREAS, City Council wishes to amend the job description for the position of Building Custodian; and,

WHEREAS, it is necessary to amend the job description for the position of Building Custodian to properly reflect the duties of this position; and,

WHEREAS, City Council wishes to amend Resolution No. 47-2012 to adjust the salary range of the Building Custodian position from Range 12 to Range 9;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Building Custodian (Class Specification No. 153) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That Resolution No. 47-2012 establishing compensation for classified positions in the City be and the same is hereby amended to adjust the salary range for the Building Custodian position from Range 12 to Range 9.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted June 17, 2013

[Signature on File]
President of Council

Attest:

[Signature on File]
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: BUILDING CUSTODIAN

Department: Public Service and Engineering

Date: June 17, 2013

Reports To: Maintenance Supervisor

CLASS: 153

Title Originated:

Title Revised:2006

Updated: 2013

General Statement of Duties

Under supervision of the Maintenance Supervisor, the Building Custodian performs the cleaning and maintenance of City facilities; must possess the technical ability and knowledge of the cleaning, maintenance and upkeep of public or commercial buildings. Works in conjunction with contractual and part-time custodial services and prepares daily activity reports.

Essential Functions of the Position:

Schedules the cleaning and minor maintenance of City facilities.

Performs custodial duties including but not limited to dusting, vacuuming, window washing, mopping, waxing of floors, carpet cleaning, washing and painting and snow clearance including walkways.

Operates motorized equipment including trucks, floor buffers, vacuums, carpet cleaners, snow blowers and power tools.

Performs general equipment maintenance for proper operation of floor buffers, vacuums, carpet cleaners and tools.

Maintains a cleaning supply inventory.

Maintains work reports and employee assignments as required.

May occasionally be called upon for snow removal duties including the operation of a snow plow.

Knowledge, Skills and Abilities:

Sound judgment and initiative in carrying out assigned tasks with a minimum of supervision.

Ability and willingness to work in inclement weather throughout the year.

Ability to properly use equipment for a sustained period of time in a safe manner and observe all safety procedures.

Ability to read and interpret safety rules, operation and maintenance instructions, procedure manuals.

Tact and courtesy in dealing with the public and other staff while performing assigned duties.

Ability to lift and carry at least fifty pounds.

Ability to react to change productively and to handle other tasks as assigned.

Ability to handle public complaints and criticism.

Minimum Requirements of the Position:

Must be a graduate from a standard senior high school course of study or equivalent and have a minimum of two years building/facility maintenance/custodial experience.

Must possess a valid Ohio Driver's License. Commercial Driver's License preferred.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 25-2013; Effective June 17, 2013