

**CITY OF HOLTVILLE**  
Class Specification

Developed January 18, 2001

TITLE: CUSTODIAN

DEPARTMENT: PUBLIC WORKS

POSITION SUMMARY:

Under general supervision, performs a variety of duties to maintain buildings, Offices, and other assigned areas in a clean, orderly, safe, and secure manner.

REPORTING RELATIONSHIPS:

Receives supervision from assigned supervisor.

EXAMPLES OF RESPONSIBILITIES:

1. Dusts and polishes furniture and woodwork.
2. Sweeps, mops, polishes, and waxes floors; vacuums and shampoos carpets.
3. Empties and cleans wastebaskets and ashtrays.
4. Cleans, scrubs, and disinfects restroom; cleans sinks, mirrors, and other bathroom fixtures; refills dispensers with appropriate soap and paper products.
5. Maintains custodial equipment and materials; maintains various restroom supplies including paper products, soap, and related items; requests additional materials according to established procedures.
6. Picks up trash and other debris from grounds and buildings.
7. Cleans walls and door facings; washes windows and blinds; removes cobwebs and dust from ceilings and other high places.
8. Reports burned out lights and replaces light bulbs.
9. Sets up facilities in preparation of schedules events and activities.
10. Reports damage or unsafe conditions to assigned supervisor.
11. Performs other related duties as assigned.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

