

City of Dallas
Classification Specification

Title:	Custodian	Class Code:	50403
Application:	Career Series	Pay Grade:	B
Supplemental/Code	Semi-skilled & Unskilled Labor/9	Established:	10/01/94
FLSA Status	Non-exempt	Revised:	10/01/14

Position Purpose:

Performs routine cleaning of facilities, buildings and offices to maintain a clean environment.

Essential Functions:

1. Operates mechanical sweepers, buffers, and other custodial equipment while sweeping, mopping, dusting, sanitizing, vacuuming, shampooing, buffing, stripping, and waxing floors and facilities in buildings, offices, and rest rooms to maintain a clean environment.
2. Collects trash and disposes of waste to keep buildings, offices, rest rooms, and facilities clean.
3. Removes debris and trash from walkways, windows, driveways, parking lots, and grounds to ensure premises are kept orderly.
4. Restocks supplies (paper towels, toilet paper, etc.) in rest rooms and monitors inventory of supplies.
5. Checks and cleans equipment daily to ensure proper, safe operation.
6. Sets up and arranges meeting and conference rooms, dismantles equipment, fixtures, or furnishings to ensure chairs and tables are available as requested by the customer.
7. Checks and inspects areas for hazards and spills to ensure a safe, clean environment.
8. Washes City vehicles; occasionally drives City vehicles to make deliveries.
9. Maintains grounds around building by trimming, mowing, and edging.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Basic knowledge of custodial or janitorial duties, building material, and equipment.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to recognize safety hazards and avoid injury to self and others.

Ability to follow oral and written instructions.

Ability to lift equipment or furnishings.

Working Conditions and Hazards:

Exposed to extreme temperature swings, mechanical or chemical hazardous, dust and mites. Employees at detention center are exposed to biological wastes.

Requires kneeling, reaching, bending, carrying, pushing, and pulling supplies, and constant walking.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

