

CITY OF CHATTANOOGA
Classification Specification Title: Custodian

Department: Community Development

Pay Grade: GS.03

Supervision Received From: Manager Community Center 2

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 7/01/21

Revision Dates: 4/1/25;

8/27/24; 10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for cleaning and maintaining City facilities, buildings, and landscapes. The role assesses and anticipates maintenance needs, communicating needs proactively with direct supervisor. Work is performed under close supervision (although most tasks are routine with little supervision required).

SERIES LEVEL:

The Custodian is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Performs various duties in the cleaning and maintenance of various City facilities, buildings and landscapes including cleaning restrooms, sweeping, mopping, cleaning various types of flooring including terrazzo, tile, rubber and cork, vacuuming, carpet cleaning, operating specialized cleaning equipment, washing windows, removing trash and litter.

May perform minor repairs and maintenance such as replacing light fixtures or unclogging pipes.

Assists in cleaning and sanitizing restrooms and break areas.

Performs assorted custodial duties such as sweeping sidewalks and streets, and collecting/picking up brush, garbage and recycling materials.

Maintains a neat and orderly supply room; ensures cleaning and maintenance supplies are stocked.

Washes windows.

Report any safety, sanitary, or fire hazards to the direct supervisor.

Identifies building cleaning issues, recommends solutions, and implements processes to improve and streamline processes.

Keeps buildings secure by locking doors.

Ensures work environments are adequate and safe.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other related duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School diploma or equivalent (GED) preferred. Previous custodial and grounds experience preferred or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.

Detail-oriented and thorough. Ability to perform basic repairs and operate tools or equipment used in routine maintenance; keep buildings and grounds clean and orderly; interact with staff, citizens, and visitors while remaining professional, polite, and courteous; understand and follow verbal and written instructions.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, workspace restrictions, intense noises and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.