



## City of Cloquet Job Description

---

**POSITION:** Chief Custodian  
**DEPARTMENT:** Public Works-Streets (Building and Grounds Maintenance)  
**REPORTS TO:** Street/Parks Department Supervisor

---

### SUMMARY

Maintains all City buildings including City Hall, Public Safety, Library and Senior Center, as well as surrounding sidewalks, parking areas and grounds.

### ESSENTIAL FUNCTIONS OF THE JOB

The duties listed below 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 the work is similar, related or a logical assignment to the position.

Ensures cleanliness, general order, and basic usability of City buildings by collecting and disposing of office and/or building trash and recyclable materials, cleaning windows and doors, cleaning bathrooms, eating areas, floor, dusting desks and furniture, empty ash trays, and refilling dispensers, as necessary. (see attached cleaning maintenance schedule)

Strips, waxes and polishes floors, vacuums and dust floors and other surfaces.

Removal of snow and maintenance of sidewalks and driveways as necessary, including shoveling, sanding/salting, or snow blowing.

Property grounds inspections and maintenance including litter clean up and landscape maintenance. Coordinate and assist with lawn mowing, fertilizing, and trimming, if necessary, with the Parks Maintenance or other seasonal staff.

Refinishes park furniture on a seasonal basis for the City Hall park and various assigned buildings.

Conducts daily routine janitorial inspections and services. Performs indoor maintenance of City buildings, including painting, changing light bulbs, some electrical repairs, changing ballasts, clearing drains, plumbing repairs, change belts & filters, repairing broken furniture or equipment.

Responsible for the monitoring, coordinating, and scheduling of larger maintenance needs of City Buildings.

Responsible for setting up and removing equipment for public meetings and functions.

Monitors, inspects, adjusts and maintains the heating and cooling systems and associated maintenance records in City Buildings.

Meets with vendors, orders and stocks cleaning, bathroom, lighting, and maintenance supplies.

Coordinates with recycling and garbage collection companies, requests bids, and makes recommendations to the City Administrator.

Assists with election day setup and tear downs as well as prepares election booths.

Maintain building security and communications systems, locking and unlocking buildings and rooms, and monitor building usage.

Function as a team member with department staff and all city employees. Effectively interact with all levels of city personnel.

Adhere to all departmental and city policies and procedures and requirements. Proper and safe use and maintenance of any assigned vehicle, equipment, property, etc. Observe and practice safe work habits. Attend training, and maintain appropriate training levels to be legal, safe, and compliant with laws and regulations.

Performs other duties as apparent or assigned.

## **WORKING HOURS**

Hours and schedule may change, rotate or expand as the needs of the city change. Flexibility and availability to work scheduled hours necessary. Must work overtime as required. Punctuality and minimal absences required.

## **TOOLS AND EQUIPMENT USED**

Tools and equipment used in a custodian/janitorial environment to clean a variety of walls, windows, floors, ceilings, bathrooms, and stairs including but not limited to mops, brooms, auto scrubbers, vacuum cleaners, carpet cleaners, buffers, etc. Tools and equipment used to trim and mow lawns such as weed wackers and lawn mowers. Tools and equipment used to remove snow and ice from sidewalks and stairs such as snow shovels, brooms, ice chippers, snow blowers, etc. Computers, fax, copiers, and cell phones may also be required.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have personal vehicle for transportation between buildings.

## **EDUCATION AND/OR EXPERIENCE**

High school diploma or general education degree (GED); background and experience in electrical work, plumbing, carpentry and gardening.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions and decimals.

## **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

Ability to review and interpret building plans and specifications.

Considerable knowledge of methods, techniques, tools, materials and equipment used in building and grounds maintenance.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

State of MN Special Engineer Boiler License.  
Minnesota Class D Driver's License.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance and talk or hear. The employee is occasionally required to stand.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

**CHIEF CUSTODIAN**  
**CLEANING MAINTENANCE SCHEDULE - CITY HALL/POLICE DEPARTMENT**  
(Library and Senior Center duties as needed/requested)

	<i>Frequency</i>		<i>Frequency</i>
<b>FURNITURE CARE:</b>		<b>WALLS &amp; CEILINGS:</b>	
Dust horizontal surfaces	Weekly	Dust ledges, door jambs, etc.	Weekly
Dust vertical surfaces	Weekly	Dust windowsills	Weekly
Wash & polish desk tops	Weekly	Spot wash walls	Weekly
Wash counter tops	Daily	Wash walls	As needed
Clean office machines	Weekly		
Clean leather & upholstery	Weekly	<b>LIGHT FIXTURES:</b>	
		Replace burned out lights	As needed
<b>ACCESSORIES:</b>		Wash fixture & tubes	As needed
Change sand in ashtray	Monthly		
Remove debris from ashtray	Weekly	<b>RESTROOMS:</b>	
Empty waste baskets	Daily	Empty waste containers	Daily
Clean waste baskets	Monthly	Clean & sanitize sinks	Daily
Dust blinds	Bi-monthly	Clean & sanitize urinals	Daily
Sanitize drinking fountain area	Daily	Clean & sanitize toilets	Daily
Shred & recycle papers	As needed	Refill soap, tissue & towels	As needed
		Wash mirrors	As needed
<b>FLOOR MAINTENANCE:</b>		Wash partitions & walls	As needed
Mop floors	As needed	Mop floor	Weekly
Sweep floors	Daily		
Polish floors	As needed	<b>WINDOW WASHING:</b>	
Strip and re wax floors	As needed	Clean glass doors	Weekly
Clean baseboards	As needed	Clean pictures, photos, etc.	Monthly
Vacuum	Daily	Clean mirrors	As needed
Shampoo carpet	As needed		
		<b>MISCELLANEOUS:</b>	
<b>OUTSIDE AREAS:</b>		Clean & sanitize telephones	Monthly
Sweep sidewalks	As needed	Clean Council Chambers	4/month
Shovel snow; apply ice melt	As needed	See job description	As needed
Pick up trash	As needed		