



**JOB TITLE:** Custodian  
**DEPARTMENT:** Facilities  
**REPORTS TO:** Facilities Manager  
**JOB LOCATION:** DCTA Service Area

**LAST REVISION DATE:** 11/2019  
**JOB TYPE:** Full-Time  
**PAY TYPE:** Non-Exempt  
**HOURS:** Standard schedule, with nights, weekends, and holidays, as needed

### **JOB SUMMARY**

The Custodian is responsible for general maintenance and cleanliness of facilities, and grounds. Upholds the NTMC mission and leads by example.

### **JOB FUNCTIONS:**

*The below duties are a general representation of the position; assignments may vary*

- Performs general cleaning and janitorial duties in the common areas of all facilities and locations.
- Dust, wipes, washes, scrubs, sanitizes, vacuums, and mops offices, bathrooms, breakrooms, and other areas as assigned.
- Moves furniture, supplies, textiles, or small equipment within departments or into storage and assists other departments with other tasks when requested.
- Empties trash and recycle bins in offices, bathrooms, breakroom, at bus stops, and other designated areas as assigned.
- Disposes of trash, cleans up spills, and changes out light bulbs, locks doors, paints, and prepares facilities for events.
- Secures area for safe cleaning while continuously meeting efficiency and safety standards for the position.
- Plans, schedules, and coordinates activities and work with other departments or locations to assists as necessary.
- Participates in safety programs such as committees or emergency contingency, use Personal Protective Equipment (PPE) as required, notify supervisor of repair needs, safety concerns, or hazardous situations.
- Maintains a neat and orderly janitors' room; ensures cleaning and maintenance supplies are stocked.
- Keeps maintenance records; monitors cleaning supplies; restocks supplies in bathrooms, breakrooms, and other designated areas or locations.
- Prioritizes emergency tasks in the absence of on-site supervision; responds to emergency calls when requested.
- Operates company assigned vehicles ensuring safety and company procedures are followed.

### **REQUIREMENTS TO PERFORM WORK**

#### ***Essential Knowledge and Skills:***

- Knowledge of basic janitorial techniques
- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.



- Knowledge of and compliance with all applicable safety standards and requirements
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to read, follow, and safely handle supplies per manufacturer instructions
- Ability to learn new methods and ways of doing work
- Problem solving and analytical skills required to solve common problems
- Ability to interact with staff and visitors while remaining professional, polite, and courteous.

**EDUCATION AND EXPERIENCE:**

- Must have a valid driver's license
- Must be at least 18 years old
- Previous custodial experience preferred but not required.

**PHYSICAL REQUIREMENTS:**

*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.*

- Prolonged periods standing, walking, and kneeling
- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 75 pounds. Physical work is a primary part (more than 70%) of job.
- Must be able to lift, bend, stoop, climb, and reach.

**WORK ENVIRONMENT:**

- Work may involve moderate exposure to inclement elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Works indoors and outdoors with inclement weather conditions such as rain, ice, sleet, and in cold or hot temperatures
- Direct contact with the general public and other district staff.

**BENEFITS:**

- Medical: 100% Employer Paid for Employees / 50% Employer Paid for Dependents
- Dental / Vision: 100% Employer Paid for Employees / 50% Employer Paid for Dependents
- STD, LTD, Basic Life & AD&D
- 401K / Employer Match
- Additional voluntary benefits offered during enrollment