

LIBRARY CUSTODIAN

DUTIES Under supervision:

1. To perform a variety of routine cleaning and custodial maintenance duties; and
2. To perform other related work as required.

ACCOUNTABILITIES

1. Performing a variety of routine cleaning and custodial maintenance duties.
 - A. Maintaining carpeted floors and runners by vacuuming, removing stains, and shampooing.
 - B. Maintaining tile and terrazzo floor surfaces and plastic shields by stripping, waxing, buffing, sweeping, wet mopping, and dry mopping these floor surfaces.
 - C. Operating floor cleaning machine and repairing wax covering on floors.
 - D. Maintaining furniture and woodwork by washing, dusting, waxing, and polishing specified furniture and woodwork.
 - E. Performing minor repair work on furniture and equipment, shampooing furniture, and moving and arranging furniture.
 - F. Maintaining bathrooms by cleaning sinks, mirrors, urinate, toilets, showers, and walls.
 - G. Disposing of garbage, including garbage collection, making bales or compacting trash, washing out garbage cans, and taking the garbage outside the building.
 - H. Maintaining venetian blinds, cleaning fans and humidifiers, changing filters, polishing brass, cleaning windows, cleaning drinking fountains, replacing light bulbs, maintaining equipment, restocking supplies, and washing walls.
2. Performing other related work as required.
 - A. Conducting snow removal by plowing, shoveling, and removing snow from sidewalks, stairways, and other areas.
 - B. Performing lawn and landscape maintenance by mowing lawns, trimming hedges, and caring for flowers and ornamental plants.
 - C. Delivering and receiving books, supplies, and other materials.
 - D. Operating and maintaining the heating plant for buildings.
 - E. Providing assistance to Library patrons.
 - F. Applying de-icer, when necessary, to sidewalks and stairs.
 - G. Performing the building security tasks of arming and disarming security system, activating and deactivating fire alarm system, locking and unlocking doors, checking windows, turning out lights, and serving as a watchperson against vandalism.
 - H. Performing maintenance painting of interior walls, doors, other surfaces and equipment.

- I. Arranging chairs and tables for meetings and outdoor events.
- J. Processing out going packaged mail.
- K. Assisting the Library staff in evacuating buildings at closing time and during emergencies.
- L. Assisting the Library staff in enforcing Library policies.

MINIMUM QUALIFICATIONS

1. Experience and Education

- A. One (1) year of verifiable experience in custodial maintenance work and the cleaning of buildings.

2. License Requirements

- A. Possession of a valid Minnesota Class "D" Driver's License or privilege.

3. Knowledge and Skill Requirements

- A. Thorough knowledge of cleaning and floor maintenance materials, methods, and equipment.
- B. Knowledge of general safety practices and procedures.
- C. Knowledge of basic arithmetic.
- D. Skill in the operation of power floor maintenance equipment.
- E. Skill in using snow removal equipment.
- F. Skill in making minor repairs to equipment used in custodial and maintenance work.

4. Abilities

- A. Ability to establish and maintain effective working relationships with co-workers, supervisors, and others.
- B. Ability to communicate verbally and in writing.
- C. Ability to operate motor vehicles equipped with a manual transmission.
- D. Ability to read and understand custodial and maintenance equipment manuals.
- E. Ability to climb ladders.
- F. Ability to work in high places.
- G. Mechanical aptitude.
- E. Ability to work in dusty, dirty, wet, and cold conditions.
- I. Ability to walk, kneel, climb, stand, stoop, crouch, reach, and do related physical activities.
- J. Ability to perform physical labor outdoors in all kinds of weather.
- K. Physical ability to perform manual tasks related to operation and moving of heavy equipment, furniture, and supplies.

- L. Ability to perform what is typically MEDIUM WORK. Medium work is defined as lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.
- N. Ability to occasionally lift and/or carry objects which may exceed 50 pounds (for example, boxes of paper and office supplies, cleaning equipment and supplies, and office equipment or furniture).

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