



Position Description

Job Title:	Custodian
Department:	West View Water Authority Administration Building, North and South Shore Distribution Centers, North Shore Storage Building, Water Treatment Plants, various Booster Stations and other areas as assigned or required.
Supervisor:	Designated Supervisor/or Alternate

Job Summary

Performs maintenance of assigned authority areas and additionally performs duties assigned by the supervisor or alternate.

Specific Duties: (E/N = Essential/Nonessential Functions)

- E/N – E 1. Operates authority vehicles when necessary.
- E/N – E 2. Receives and conveys messages in an intelligent manner.
- E/N – E 3. Maintains and cleans the interior and exterior of the West View Water Authority Administration Building, the North and South Shore Distribution Centers, the North Shore Storage Building, the Water Treatment Plants, and various booster stations.
- E/N – E 4. Performs various duties related to the position of custodian including stripping, waxing, dusting, and emptying refuse.
- E/N – E 5. Performs additional duties deemed necessary by the supervisor or alternate.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the incumbents of the job. Incumbents may be required to perform job related tasks other than those specifically presented in this description.

Qualifications and Job 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.

Education and/or Experience

High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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 stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, talk or hear, and taste or smell.

The employee must 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 near moving mechanical parts and is regularly exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee frequently works in outside weather conditions. The employee occasionally works in high, precarious places and with explosives and is occasionally exposed to extreme heat and risk of radiation.

The noise level in the work environment is usually moderate.