

## **BUILDING CUSTODIAN III**

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**Department:** Public Works                      **Reports To:** Building and Maintenance Supervisor

**Division:** Buildings and Maintenance    **Location:** As assigned

**FLSA Status:** Non-Exempt                      **Classification:** Full-Time/Civil Service

**Approved By:** Public Works Administrator    **Date of Approval:** October 2002

**Pay Grade Level:** 3

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### **JOB SUMMARY**

Performs a variety of complex skilled and unskilled work tasks in the custodial care and maintenance of Lafourche Parish buildings and surrounding facilities by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential duties and responsibilities include the following:

- Cleans and polishes lighting fixtures, marble surfaces, and trim
- Cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, and other work areas
- Sweeps, scrubs, waxes, and polishes floors; shampoos and steam cleans carpets
- Cleans rugs, upholstered furniture, draperies and blinds, water fountains, mirrors, and tables
- Dusts furniture and equipment
- Polishes metalwork
- Empties wastebaskets, and empties and cleans ashtrays
- Transports trash and waste to disposal areas
- Replenishes bathroom supplies
- Inspects and maintains assigned equipment for proper operation; and, notifies supervisor of mechanical/operational failures
- Transports small equipment or tools between departments
- Opens and closes/locks and unlocks facilities as directed by supervisor

- Maintains written record of work completed and supplies used and needed
- Performs various clerical duties such as filing, processing payroll requests, obtaining janitorial supply lists from Parish facilities, and inputting information into various computer programs
- Obtains prices and bid specifications for supplies/equipment/services and follows the appropriate steps to obtain a purchase order and obtain item(s) requested
- Attends meetings in supervisor's absence and formulates a detailed report of the items addressed
- Analyzes and organizes custodial and office operations and procedures such as preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services
- Maximizes productivity through proficient use of appropriate custodial techniques and supplies
- Researches and develops resources that create timely and efficient workflow

Other duties may be assigned.

#### **ADDITIONAL RESPONSIBILITIES**

- Attends training on safety and first aid, as well as the proper use and maintenance of equipment issued
- May be on-call for nights and weekends in the absence of the supervisor
- May provide clerical assistance such as filing, completing payroll reports, answering telephone, and calling vendors to secure price quotes for materials and supplies for the Building Maintenance Supervisor
- All parish government employees in a declared emergency shall be considered essential personnel

#### **SUPERVISORY RESPONSIBILITIES**

May supervise part-time, temporary, and permanent custodial staff in the performance of job duties.

#### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Develops innovative approaches and ideas.

## **QUALIFICATIONS**

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 will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** High school diploma or general education degree (GED); or three (3) to five (5) years related experience or training; or equivalent combination of education and experience. Must be able to work independently and to complete daily activities according to work schedules and procedures with minimal supervision.

**Language Skills.** Ability to read and comprehend complex instructions; Ability to print and speak complex sentences.

**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 measurements, volume, and distance.

**Reasoning Ability.** Ability to apply common sense understanding to carry out multi-step instructions. Ability to deal with standardized situations with occasional variables.

**Certificates, Licenses, Registrations.** None.

## **OTHER SKILLS AND ABILITIES**

- Must possess the capability of operating floor buffers, steam cleaners, carpet cleaners, vacuum cleaners, mops, brooms, and dusting equipment
- Must possess the ability to establish and maintain effective working relationships with other employees and the general public
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; stoop, climb, crouch, kneel, crawl, and balance; and talk, smell, and hear; The employee must occasionally lift and/or move up to 50 pounds; Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, moving mechanical equipment and parts, fumes, or airborne particles, and toxic chemicals. The noise level in the work environment is normally moderate and occasionally noisy.