

# Nevada Public Library Job Description

## Position: Custodian

FLSA Classification: Non-exempt

### JOB SUMMARY

Under general supervision of the Library Director, performs custodial duties necessary to ensure the proper cleaning and maintenance of the Nevada Public Library in concert with the goals and objectives established by the Library Board of Trustees. Performs related duties as required.

### JOB FUNCTIONS

Examples of Essential Job Functions

1. Responsible for planning, coordinating, and performing a variety of tasks to maintain the cleanliness of the facilities, including day-to-day cleaning operations, maintenance operations, and minor facility repairs.
2. Responsible for locking doors and windows and turning off lights after use.
3. Assists by checking for any problems to the grounds or building by monitoring broken or damaged items, and then fixing or communicating with the Library Director to receive instructions, relay supply needs, and advise of any problems.
4. See Appendix A for detailed check-off list of weekly, monthly, quarterly, semi-annual and annual duties.
5. Performs other duties as apparent or assigned.

### PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities: Climbing, Balancing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Talking, Hearing, Seeing, and Detecting Odors.

Physical Characteristics of the Job: Heavy work requiring the exertion of up to 100 pounds of force rarely, up to fifty (50) pounds of force occasionally, and up to twenty-five (25) pounds of force frequently to move objects.

Environmental Conditions: The work is performed primarily inside, but the employee is exposed to hot and cold weather, as he/she is required to perform exterior maintenance duties. The worker is also exposed to awkward/confining work space, dirt/dust, fumes/odors, isolation, moving machinery, noise, vibration, wetness/humidity, mechanical hazards, chemical hazards, and bodily injury. Also, the work may expose the employee to unpleasant social situations, work pace pressure, and irregular work hours.

Visual Requirements: Corrected clarity of vision to 20/20 in at least one eye.

### EQUIPMENT AND MATERIALS USED

General purpose maintenance equipment, general purpose hand tools, general purpose grounds maintenance equipment, floor cleaning/buffing equipment, safety equipment, protective clothing, extension cords, ladders, measuring equipment, hoses, hazardous chemicals and materials, MSDS documentation, telephone, audiovisual equipment, and computers.

## EMPLOYMENT STANDARDS

### Required Knowledge, Skills and Abilities:

- Ability to follow written, verbal or diagrammatic instructions using several concrete variables.
- Ability to perform simple addition and subtraction, copying figures, counting and recording.
- Knowledge of the materials, methods and equipment used in custodial work.
- Ability to establish and maintain an effective working relationship with supervisor, co-workers, and the public.
- Ability to perform light to moderately heavy manual cleaning and maintenance work while standing for extended periods of time.

### Education, Training and Experience:

Education Required: Graduation from high school or GED.

Training Preferred: Any combination of education and experience which provides the required knowledge, skills, and abilities.