



# Town of Wytheville

Job Opening

## Job Title: **Custodian**

(Full-Time, with Generous Benefits Package)

**ANTICIPATED SALARY RANGE:** \$31,200 to \$35,360 Actual compensation will be DOE/DOQ.

**DEPARTMENT:** Public Works    **FLSA DESIGNATION:** Non-exempt    **POSTED:** 02/12/2024

**POSITION SUMMARY:** The **Custodian** performs a variety of skilled and unskilled tasks in the custodian care and maintenance of Town buildings, facilities and grounds.

➔ **The Job Description is attached, and also available online via the Town of Wytheville Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

**REQUIRED MINIMUM QUALIFICATIONS:** High School diploma or GED; or any combination of experience and/or training which demonstrates the knowledge, skills, abilities and/or experience to successfully perform the work. Ability to learn proper techniques and use of custodial services equipment, materials and supplies. Ability to use equipment and tools properly and safely. Ability to work independently and to complete daily activities according to work schedule. Ability to lift heavy objects, and walk, stand and bend for long periods of time. Ability to communicate effectively, orally and in writing. Must be able to read, write and possess the ability to comprehend and follow written and oral instructions. Ability to establish effective working relationships. Must demonstrate civility and respect to others. Must be dependable, reporting to work as scheduled and on time, and devote full effort to successfully performing job responsibilities during scheduled work hours. Must demonstrate adherence to protocols that support a safe and healthy work environment. **Special Requirements:** Valid Virginia driver's license required and must be maintained in good standing. Must wear appropriate personal protective clothing as needed. **Please refer to the Job Description for additional Required Minimum Qualifications.** Preferred Qualifications include: Custodial services experience preferred. Working knowledge of equipment and supplies used to do minor repairs. Skill in operation of listed tools and equipment. Some knowledge of first aid and applicable safety precautions. Knowledge of chemical solutions/materials relevant to cleaning.

**HOW TO APPLY:** Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town Municipal Building at 150 E. Monroe St., Wytheville, VA. Please submit completed applications via email to: [human.resources@wytheville.org](mailto:human.resources@wytheville.org), in person, or by USPS mail to: Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382.

**CLOSING DATE:** Position is posted open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

**The Town of Wytheville is an Equal Opportunity Employer**

## POSITION DESCRIPTION

Title: **Custodian**  
Department: Public Works, Town of Wytheville  
Division: Building Maintenance  
Exemption Status: Non-exempt  
Effective Date: June 08, 2023

### GENERAL PURPOSE:

Performs a variety of skilled and unskilled tasks in the custodian care and maintenance of Town buildings, facilities and grounds.

### SUPERVISION RECEIVED:

Works under the immediate supervision of the Signalization and Maintenance Supervisor, who reports to the Director of Public Works. The Custodian receives day-to-day work assignments and direction from the Custodian Crew Leader.

### SUPERVISION EXERCISED:

None. May serve as a lead custodian in the absence of the Custodian Crew Leader.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. If hired, incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, cleans carpets and furniture, etc. in and around Town buildings.
- Cleans, inspects, maintains and may make minor repairs (when possible) to various custodial equipment (such as but not limited to vacuums, shampooers, pressure washers), fixtures and small manual or power tools used in custodial services to facilitate proper equipment operation and extend the service life of Town custodial equipment.
- Participates in safety training and programs and follows OSHA safety guidelines at all times.
- Dumps ash cans and garbage and re-lines cans with liners on a regular basis.
- Cleans and sanitizes interior areas, such as restrooms, locker rooms and shower facilities, and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
- Washes windows, walls, metal, and woodwork of interior and exterior building surfaces.

- Cleans sidewalks and areas around grounds, including cleaning debris and trash, sweeping, applying salt and/or shoveling snow in winter months, and as assigned.
- Opens and closes, locks and unlocks facilities as needed.
- Keeps records of work completed.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance and custodial care, including following proper procedures for use of chemical cleaners and power equipment.
- Must be able to work occasional evenings and/or weekends as assigned. May be expected to work hours in excess of normally scheduled hours in response to short-term department needs and/or Town-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.
- Performs assigned job duties in compliance with relevant federal and state regulations, and Town of Wytheville policies and procedures.

**PERIPHERAL DUTIES:**

- Assists in setup and cleanup associated with meetings and/or events in the Community/Meeting Center, only as needed and as assigned.
- Performs other duties as may be assigned.

**DESIRED MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- High School diploma or GED; or any combination of experience and/or training which demonstrates the knowledge, skills, abilities and/or experience to successfully perform the work.
- Custodial services experience preferred.

**Necessary Knowledge, Skills, and Abilities:**

- Ability to learn proper techniques and use of custodial services equipment, materials and supplies. Ability to use equipment and tools properly and safely.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, and walk, stand and bend for long periods of time.
- Ability to communicate effectively, orally and in writing. Must be able to read, write and possess the ability to comprehend and follow written and oral instructions.
- Ability to establish effective working relationships. Must demonstrate civility and respect to others.
- Must be dependable, reporting to work as scheduled and on time, and devote full effort to successfully performing job responsibilities during scheduled work hours.
- Must demonstrate adherence to protocols that support a safe and healthy work environment.
- **Preferred KSAs:** Working knowledge of equipment and supplies used to do minor repairs. Skill in operation of listed tools and equipment. Some knowledge of first aid and

applicable safety precautions. Knowledge of chemical solutions/materials relevant to cleaning.

**SPECIAL REQUIREMENTS:**

Valid Virginia driver's license required and must be maintained in good standing. Must wear appropriate personal protective clothing as needed. Position requires a six-month probationary period.

**TOOLS AND EQUIPMENT USED:**

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, brooms, dusting equipment, may use ladders or step stools, may use small manual or power tools such as hammer, screwdriver, and/or power drill.

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

The employee must be able to lift up to 25 pounds routinely, and move or push up to 50 pounds. Specific vision abilities required by this job include close vision, 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 occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, external weather conditions (such as cold temperatures during winter), fumes or airborne particles, toxic chemicals/cleaning agents, and possible exposure to contaminated fluids. The employee is occasionally exposed to the risk of electrical shock.

The noise level in the work environment is usually quiet during indoor night shift operations.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference checks; criminal background investigation; driving records; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor and/or Department Head

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: June 8, 2023

Revision History: 1/1/2007, 10/29/2013