

CITY OF IOWA CITY – JOB DESCRIPTION

Position Title: Custodian - Library
Department: Facilities Services
Division: Library
Supervisor: Library Building Manager
FLSA: Non-Exempt
Pay Grade: 1
Job Number: 0105
Date: 7/1/2024

Job Summary

Under general direction, cleans and maintains buildings and grounds at the library.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Cleans, sweeps, dusts, waxes, and mops restrooms, hallways, offices, public areas, windows and floors in library.
- Vacuums and spot cleans carpets.
- Dumps trash and wastepaper during daytime hours.
- Empties recycling bins and transfers materials to appropriate containers.
- Locks and unlocks doors of library and activates and disarms security system.
- Responds to after-hours requests for alarm checks and security.
- Maintains adequate supply of cleaning materials.
- Notifies appropriate personnel of needed supplies and maintenance needs.
- Performs routine maintenance on all building facilities and equipment and assists with more difficult maintenance tasks.
- Maintains job records and electronically monitors and electronically responds to building status.
- Monitors library parking area; issues parking tickets.
- Sets up tables, chairs, podiums and stage for special events or meetings.
- Works rotating weekend shifts.
- Trains part-time hourly employees.
- Drives City vehicle to clean and maintain offsite book drops.
- Responds to emergency calls from staff and the public about the offsite book drops.
- Removes snow and applies ice-melt as needed to steps, entryways and fire exits.
- Answers questions about library services, policies, procedures, and collections. Implements adopted policies and procedures.
- Consistently presents the Iowa City Public Library and its collections, programs, and services in a positive manner and adheres to customer services procedures and guidelines as established by the library.

- Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- High school education or G.E.D. or pursuit of degree and one to three months of related experience or training; or equivalent combination of education and experience. Experience in building maintenance.
- Valid State of Iowa driver's license with satisfactory driving record required. Must be 18 years of age. Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- High school education or G.E.D. and four to six months of related experience or training; or equivalent combination of education and experience. Experience with automated building systems, heating, ventilation, and air condition controls.

Knowledge, Skills, and Abilities

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to follow oral and written instructions.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to read and understand work orders and maintain written job records.
- Ability to reliably and predictably carry out duties.
- Knowledge of basic mechanical electrical and plumbing systems in a public building.
- Knowledge of custodial materials and equipment.
- Skill in the operation of various cleaning equipment including floor scrubbers and wet vacuums, lawn mowers, and snow blower.

Supervision

No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee regularly lifts and/or move up 10 pounds, occasionally will lift and/or move 25 pounds, and will occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration, confined space, and traffic hazards. The employee is occasionally exposed to outside weather conditions, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. Involves some exposure to stress due to the work environment and/or crisis situations.

Iowa City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description, and I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Department Director

Date