

## CITY OF IOWA CITY - Job Description

Job Class #01-05

FLSA Non Exempt  
Non Civil Service

### Identification

**Position Title:** Custodian – Library  
**Department:** Facilities Services  
**Division:** Library  
**Immediate Supervisor:** Library Building Manager

### Job Summary

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

### Essential Job Duties and Responsibilities

**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.

**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.

**Implements** established policies and procedures regarding the safety and security of library patrons and fellow staff members.

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 related duties as assigned.

### **Physical and Environmental Conditions**

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle or feel. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk and hear. The employee is occasionally required to sit and smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds with assistance. This position must have the ability to apply up to 30 pounds of force to move or push a book cart. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands and 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 is regularly exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to moving mechanical parts; high, precarious places; outside weather conditions; extreme heat; risk of electrical shock and vibration.

The noise level in the work environment is usually moderate.

### **Minimum Education, Experience and Certification**

High school diploma or equivalent required. One month of experience in building maintenance required. Valid driver's license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

### **Preferred Education, Experience and Certification**

Four months of experience in building maintenance preferred. Experience with automated building systems and heating, ventilating, and air-conditioning controls preferred.

**Knowledge, Skills, and Abilities**

Knowledge of basic mechanical, electrical and plumbing systems in a public building. Knowledge of custodial materials and equipment. Skills in the operation of various cleaning equipment including floor scrubbers and wet vacuums, lawn mowers, and snow blower. Ability to follow oral and written instructions. Ability to read and understand work orders and maintain written job records.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position.*