 **Job Description: Custodian/Groundskeeper**

**Pay Class: A-8**

**FLSA Status: non-exempt**

**Updated: 5/2015**

**POSITION SUMMARY:** Perform maintenance tasks with appropriate equipment; maintain and clean equipment; clean inside and outside of facilities; and perform routine outdoor grounds keeping functions.

**Essential Functions:**

- Mow facility grounds and off-site stations.

- Maintain landscape: water, cut and trim shrubs, trees, and brush; weed facility grounds and off-site stations.

- Perform custodial tasks including, but not limited to: cleaning/sanitizing restrooms; clean, mop, wash, buff, and vacuum floors; clean and polish fixtures; clean windows; dust furniture.

- Maintain outside areas including sweeping and snow/ice removal with shovels and plow trucks.

- Use skid steer to load dumpsters with land fill material.

- Drive trash to dump.

- Collect and remove recycling materials.

- Pickup and deliver materials and equipment inside and outside YCUA property.

- Paint and perform minor maintenance of buildings and equipment.

- Maintain necessary logs, records and reports as required.

- Must fulfill the departmental overtime requirements.

- Perform other related duties as required.

**Knowledge, Skills and Abilities:**

- H.S. Diploma or GED required.

- Valid Michigan Driver’s License required.

- Passing score on the Custodian/Groundskeeper entry test required.

- CDL B license must be obtained within 90 days of employment.

- Ability to operate Gondola truck and loading equipment.

- Landscape or building maintenance trades experience preferred.

- Ability to follow directives faithfully and work without close supervision.

- Ability to clearly communicate procedures, problems, and policies with fellow employees and the public in a tactful and courteous manner.

- Ability to perform manual labor; ability to work in adverse environmental, extreme weather and field conditions.

- Working knowledge of operating computers and software, including Microsoft Office platform.

**Physical Demands:**

Physical Demands Lift/Carry

* Stand- Frequently - Less than 10 lbs- Frequently
* Walk- Frequently - 10 - 29 lbs- Frequently
* Sit- Occasionally - 30 - 59 lbs- Occasionally
* Handling / Fingering- Constantly - 60 - 100 lbs- Occasionally
* Reach- Frequently Push/Pull
* Climb- Frequently - Less than 10 lbs- Frequently
* Crawl- Rarely - 10 - 29 lbs- Frequently
* Squat or Kneel- Occasionally - 30 - 59 lbs- Frequently
* Bend- Frequently - 60 - 100 lbs- Occasionally

**Reports to:** **Maintenance Supervisor (plant site) & Water System Supervisor (service center site)**