



Job Description

Service Worker – Custodian - Recreation

Pay Grade: G02

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum one to two (1-2) years of related manual labor experience.

Minimum Education Requirements: High School graduation or G.E.D.

Department: Recreation

Direct Supervisor: Recreation Supervisor

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Work is performed primarily outdoors.

Certification: Valid State of Florida driver's license.

Job Summary: General manual labor related to custodial services and repairs and maintenance for Recreation Center and/or parks facilities.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Operate and maintain various equipment including but not limited to hand tools, power tools, cleaning machines and equipment, etc.
- Perform manual labor such as lifting, hauling, spraying, window & floor cleaning, etc.
- Drive vehicles and operate light equipment
- Perform minor preventative and emergency maintenance on various kinds of equipment
- Operate floor scrubber, blower, vacuum, carpet cleaner, etc.
- Use insecticides, herbicides, and other cleaning chemicals
- Perform other job duties as assigned

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- General maintenance tasks and procedures.
- Window cleaning, floor maintenance, fluorescent bulbs, and proper cleaning solutions.
- Proper operation and maintenance of custodial equipment.
- City's functions, policies, and procedures.

Skills

- Written and oral communications and skills.
- Minor carpentry/facility maintenance tasks.
- Operation and preventative maintenance of equipment and related tools.
- Follow and relay oral and written instructions, policies and procedures.

Abilities

- Perform manual labor daily under various conditions and in confined spaces with exposure to dust, dirt, noise, cleaning chemicals, etc.



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- Work with only general supervision or direction.
- Follow written and verbal instructions.

Physical Demands

The work is medium work which requires exerting up to 50 pounds of force occasionally, up to 25 pounds of force frequently and/or up to 15 pounds of force constantly to move objects.

The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.



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- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date