



# City of Tempe

## CUSTODIAN

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	063	<i>Department:</i>	Financial Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Custodian
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click <a href="#">here</a> for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Some experience in cleaning and maintaining building interiors is preferred.
<i>Education:</i>	Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
<i>License / Certification:</i>	Possession of a valid driver's license is preferred.
<i>Additional:</i>	Must pass police background examination.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To perform a full range of custodial duties related to the care, cleaning, and minor maintenance of assigned buildings and facilities.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.
<ul style="list-style-type: none"> <li>• Clean, sanitize and deodorize jail cells and restroom facilities and fixtures including sinks, urinals and toilets; clean and sanitize showers as assigned; maintain fixtures and replenish supplies in restrooms.</li> <li>• Sweep, vacuum, mop, wax, strip, and polish floors using a variety of chemicals, cleansers and equipment; vacuum and shampoo carpets and upholstered furniture.</li> </ul>

- Dust and polish furniture, woodwork, fixtures, and equipment; wash windows, mirrors, walls and ceilings.
- Empty, clean and sanitize ashtrays and waste receptacles.
- Move and arrange furniture and equipment and set-up rooms for meetings and special functions.
- Replace light bulbs and fluorescent tubes in City facilities and outside entryways.
- Secure facilities after working hours.
- Maintain custodial equipment in proper working condition.
- Perform related duties as assigned.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ: Competencies</a></p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i>  <i>Reviewed October 1995</i>  <i>Revised November 2001 (range adj due to market)</i>  <i>Revised January 2023 (update license – driver's license is preferred)</i>  <i>Revised May 2023 (no longer requires polygraph)</i></p>