

P/T Custodian

The City of Galax is seeking qualified candidates to fill the part-time position of Custodian to work up to 20 hours per week. Duties of the Custodian include manual work performing routine custodial, housekeeping and grounds keeping duties.

Application and complete job description is available at 111 E. Grayson St. or online at www.galaxva.com. Submit a completed application and release form to City of Galax, Judy Bolt, Human Resources Director, 111 E. Grayson Street, Galax, VA 24333 or email to jbolt@galaxva.com. This position is open until filled. The City of Galax is an Equal Opportunity Employer

FLSA Status: *Non-Exempt*

General Definition of Work

Performs manual work performing routine custodial, housekeeping and grounds keeping duties, and related work as apparent or assigned. Work is performed under the close supervision of the assigned departmental supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Performs routine custodial and housekeeping duties required to maintain and keep a clean and safe environment in assigned City buildings.

Sweeps and mops offices; polishes furniture; vacuums floors; dusts shelves, walls and railings; cleans counters and tables; cleans, strips and waxes floors.

Removes trash and recyclables from buildings and grounds.

Cleans and disinfects restrooms; replenishes paper supplies and soap as necessary.

Performs routine repairs on building fixtures, furniture and/or structures, such as replacing light bulbs, tightening loose hardware, replacing parts, etc.

Performs grounds keeping duties; removes debris from City property; assists with snow removal and ice control.

Determines and obtains equipment and cleaning supplies as needed; restocks and maintains records on incoming supplies.

Knowledge, Skills and Abilities

General knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; ability to understand oral and written directions; ability to read and write; physical ability to perform heavy manual work; ability to work independently; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Less than high school diploma or GED and minimal experience in custodial work, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, frequently

requires stooping, kneeling, crouching or crawling and occasionally requires speaking or hearing and climbing or balancing; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to toxic or caustic chemicals and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.