



## **Custodian**

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### **JOB STRUCTURE**

|                                   |                                                                                                                                            |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>                | NCAT                                                                                                                                       |
| <b>Division:</b>                  | Other                                                                                                                                      |
| <b>Immediate Supervisor:</b>      | Operations Manager                                                                                                                         |
| <b>Location:</b>                  | Ottawa, Peru, Streator                                                                                                                     |
| <b>Job Status:</b>                | Part Time, Non-Exempt                                                                                                                      |
| <b>Amount of Travel Required:</b> | Minimal, as required by supervisor                                                                                                         |
| <b>Positions Supervised:</b>      | None                                                                                                                                       |
| <b>Education:</b>                 | Minimum of a High School Graduate and/or GED or experience that demonstrates competency performing the work expected                       |
| <b>Experience:</b>                | Entry Level but previous experience in commercial cleaning, janitorial work, or general maintenance is preferred.                          |
| <b>Requirement:</b>               | Valid Driver's License; safe driving history; pass a DOT medical exam and drug screening prior to being hired and at-random drug screening |
| <b>Work Schedule:</b>             | Monday – Saturday: Hours may vary between 5:00 a.m. – 10:00 p.m. and may require evenings and/or weekends                                  |

### **POSITION SUMMARY**

The Custodian performs a number of tasks related to building and grounds cleaning and maintenance, as well as helping maintain a safe and clean fleet. General duties will be to perform light, general maintenance, repair, and cleaning of NCAT property, including administrative office building, garages, parking structures, equipment, transit vehicles, and facility landscaping.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Maintain positive, energetic, and professional attitude towards customers and coworkers.
- Follows and completes daily, weekly, and monthly cleaning schedule for all NCAT buildings and grounds. These duties include but are not limited to:
  - Washing, wiping, dusting, scrubbing and sanitizing/disinfecting
  - Sweeping, mopping, and vacuuming
  - Organizing, stocking, and refilling
  - Collecting and preparing trash and recycling for pick up.
- Perform routine building and landscaping maintenance and repair, such as painting; minor electrical, plumbing, and carpentry; HVAC filter changes, hedge trimming, and weeding.
- Performs scheduled washing / detailing of transit vehicles.
- Prepare transit vehicles for operation (clean, warm up, wipe off snow, etc.) as needed

- Complete administrative duties, such as filling out forms and reporting maintenance statuses to supervisors.
- Organize and keep inventory of maintenance and cleaning supplies and equipment, and report needs to supervisor.
- Work with and maintain relationships with vendors.
- Comply with all safety and health regulations.
- Opening and closing facility.
- Diagnose and troubleshoot issues.
- Respond to and assist in emergency operations (including nights and weekends) as needed.
- Perform other duties as assigned.

### **POSITION REQUIREMENTS**

- Professional, positive, and energetic demeanor when interacting with NCAT staff and visitors.
- Perform work with accuracy, speed, and attention to detail.
- Ability to communicate clearly and effectively
- Ability to read, write, and speak the English language, additional languages preferred but not required.
- Possess excellent record keeping and organizational skills.
- Ability to multi-task and work in a stressful and fast paced environment.
- Ability to work independently on multiple projects.
- Ability to troubleshoot, problem solve, and prioritize projects
- Ability and willingness to learn knowledge of basic cleaning and maintenance practices.
- A basic understanding of hand tools with experience in general maintenance repair required. Experience with basic plumbing, HVAC and electrical wiring preferred.
- Ability to squat, bend, kneel, and pick up 50 pounds
- Understanding safety procedures and practices.
- Ability to read and interpret safety rules, operating and maintenance instructions, and other manuals and documents

### **KEY COMPETENCIES**

Key competencies include listening and communication, organizing data and information, attention to detail, analytical skills, safety awareness, honesty, integrity, customer focus, conflict resolution and problem solving, self-motivated, patience, empathy, reliability, adaptability, and efficiency.

### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those as employee encounters while performing essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Type of project will determine activities such as bending, squatting, kneeling, lifting, etc.
- Climate controlled indoors, however, walking and working outside during all seasons
- Noise level in the office environment is usually moderate; work outdoors may vary.
- Limited use of computers, computer screens, and keyboards.

## **PHYSICAL DEMANDS**

### **Physical Abilities**

|                      |                  |
|----------------------|------------------|
| Stand                | F (Frequently)   |
| Walk                 | F (Frequently)   |
| Sit                  | O (Occasionally) |
| Handling/Fingering   | F (Frequently)   |
| Reach Outward        | F (Frequently)   |
| Reach Above Shoulder | F (Frequently)   |
| Climb (use ladder)   | O (Occasionally) |
| Crawl                | O (Occasionally) |
| Squat or Kneel       | F (Frequently)   |
| Bend                 | F (Frequently)   |
| Driving              | F (Frequently)   |

### **Lift/ Carry**

|                 |                  |
|-----------------|------------------|
| 10 lbs. or less | F (Frequently)   |
| 11-20 lbs.      | F (Frequently)   |
| 21-50 lbs.      | O (Occasionally) |
| 51-100 lbs.     | R (Rarely)       |
| Over 100 lbs.   | R (Rarely)       |

### **Push / Pull**

|                 |                  |
|-----------------|------------------|
| 12 lbs. or less | F (Frequently)   |
| 13-25 lbs.      | F (Frequently)   |
| 26-40 lbs.      | O (Occasionally) |
| 41-100 lbs.     | O (Occasionally) |

## **OTHER PHYSICAL REQUIREMENTS**

Ability to drive safely

Vision (near, distance, color, peripheral, depth perception)

Sense of sound (ability to hear) and smell

## **STATEMENT OF OTHER DUTIES DISCLAIMER:**

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees in this position. It may not contain a comprehensive inventory of all duties and qualifications required of employees to do this job.

**North Central Area Transit (NCAT)**  
**Job Description**



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The above information has been designed to outline the general nature and level of work performed by the employees within this classification. It is not intended to be construed as a comprehensive inventory of all functions, responsibilities, skills, and abilities required of employees assigned this job. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

**By signing below, you acknowledge that you have read and understand the requirements and qualifications of the Custodian position. You further agree that you are able to perform the job duties and requirements as stated, with or without accommodation.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*North Central Area Transit is a subsidiary of the City of Ottawa and all successful applicants will be employed by the City of Ottawa. NCAT is an equal opportunity employer and committed to creating an inclusive environment for all employees.*