



1101 Broad Street  
Milliken, CO 80543  
Weld County

# Town of Milliken

(970) 587-4331  
Fax (970) 587-2678  
<http://www.millikenco.gov>

## CUSTODIAN

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FLSA STATUS: Non-Exempt  
REPORTS TO: Administration

DEPARTMENT: Administration  
APPROVED DATE:

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### POSITION SUMMARY AND DEFINITION:

Under supervision of the Administration Department the position responsible for maintaining the overall cleanliness of the Police Department, Public Works and Wastewater Facilities, the position may require early morning or evening hours.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Milliken retains the right to modify or change the duties or essential and additional functions of the job at any time.*

- Sweeps, mops, and waxes floors, vacuums and cleans carpet on a routine basis.
- Cleans windows and changes light bulbs as needed.
- Dusts and/or polishes furniture, window ledges, walls, ceilings, light fixtures etc.
- Maintains and cleans restrooms and drinking fountains on a routine basis.
- Picks up litter and waste paper on the grounds surrounding the building
- Empties trash cans and cleans containers as needed; removes garbage from inside the buildings and sets out cans for pick up.
- Replaces soap and paper products in dispensers.
- Requests supplies and equipment as needed.
- Cleans and maintains cleaning equipment and tools.
- Utilizes safety measures and assists in the overall safety at all times inside the building and on the grounds.
- Must be able to perform job duties as described in the essential functions and related additional duties and criteria.
- Occasionally moves miscellaneous office equipment and furniture.
- Perform related duties as assigned and required.

### CONTACTS:

*Citizens:* Contacts require the explanation of routine and easily understood information. May require the request for adherence to Town guidelines and rules without enforcement authority.

*Other Divisions/Outside Agencies:* Contacts are primarily made at a peer or supervisory level within other functions or departments to coordinate joint work activities and special events/projects.

*Vendors:* Contacts required for ordering and purchasing of routine and approved supplies and equipment.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic custodial procedures and ability to complete assigned tasks within work time.
- The ability to operate janitorial equipment such as buffers, carpet cleaners, etc.

Milliken, Colorado  
Title: Custodian  
Effective Date: October 2015  
Page 1 of 2

- The ability to use common hand tools such as hammers, screwdrivers, pliers, etc.
- Is familiar with current OSHA, CIRSA, and other regulatory agencies regulations.
- Is aware of the risk management aspect of the job, and pro-actively reduces employee risks.
- Perform a variety of routine, repetitive cleaning tasks and semi-skilled tasks.
- Climb ladders up to 20 feet and to change light bulbs at heights up to 20 feet.
- Distinguish between cleaning materials.
- Understand and carry out verbal and written instructions.
- Carry out duties with a minimum of daily supervision.
- Perform duties for assigned times.
- Report to work as scheduled and notify the appropriate individual in advance if unable to work.
- Establish and maintain an effective working relationship with other staff and with the public.

**MATERIAL AND EQUIPMENT USED:**

Standard cleaning equipment including, but not limited to, vacuum, buffer, mop, wet vac, snow shovel, ladders, mowers and various hand and power tools.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Work is typically performed in all types of indoor and/or outdoor environments with constant exposure to variant temperature extremes and wet weather conditions. Work requires frequent exposure to dry, dusty, and noisy environments; fumes; solvents, grease and oils; working around machinery, moving vehicles, and on slippery/uneven walking surfaces. This position also requires your ability to work nights and weekends.

**EXPERIENCE AND TRAINING:**

- Education equivalent to graduation from an accredited high school.
- One year of experience in custodial/housekeeping/facility maintenance.
- Must have a valid Colorado driver's license. Must pass a pre-employment drug screen and criminal/personal background check.

*The Town of Milliken is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce.*

This job description has been reviewed and approved:

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Department Director

\_\_\_\_\_

Date

\_\_\_\_\_

Human Resources

\_\_\_\_\_

Date

\_\_\_\_\_

Town Administrator

\_\_\_\_\_

Date