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## Auburn University Job Description

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|--------------|------------------|----------|--------------------------------|
| Job Title:   | <b>Custodian</b> | Level I  | Grade FM03 \$24,400 - \$32,900 |
| Job Code:    | <b>NA12</b>      | Level II | Grade FM04 \$25,600 - \$34,600 |
| FLSA status: | Non-exempt       |          |                                |

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### Job Summary

Custodian performs basic housekeeping functions for University buildings.

### Essential Functions

1. Cleans University buildings to ensure that facilities are in suitable condition for activities, which may include (but not limited to) mopping and waxing floors, washing windows, dusting, and trash disposal.
2. Maintains equipment and supplies in order to complete tasks.
3. May assist in building inspections to determine if custodial care is needed.
4. May assist in arranging tables and chairs for special events.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Auburn University Job Description

### Job Family Levels

| Level | Responsibility   | Knowledge   | Education and Experience*  |
|-------|--|---|--|
| I     | Duties require basic physical and mental skills and abilities, including use of hand tools, power tools or other equipment and use of basic math or reading skills.  | Follows detailed instructions and procedures.   | Ability to read and write.   |
| II    | Duties require basic or advanced physical and mental skills and abilities, including use of hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures. | Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently. | Ability to read and write plus 2 years. Experience must include at least 2 years at the preceding level or equivalent. |

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

**Level I** Ability to read and write.

**Level II** Ability to read and write plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

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Some reading and writing

#### Focus of Experience

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Experience in custodial floor care techniques

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

See Job Family Levels

#### Certification or Licensure Requirements:

None Required.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012

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