



Forest Preserve District of DuPage County
JOB DESCRIPTION

Job Title: Custodian

Job Code: 941

Business Unit: Resource Management & Development /
Operational Resources

FLSA Status: Non-Exempt

Manager Title: Operational Resource Manager

Last Date Reviewed: November 22, 2021

Job Purpose

This position is to keep assigned facilities clean, safe, and well-maintained, including cleaning and minor maintenance/repairs of District buildings and equipment using proper methods, materials, tools, and equipment.

Essential Duties and Responsibilities

- Clean and maintain the assigned facilities, utilizing current janitorial best practices and industry standards
- Monitor and maintain mechanical and structural components of facilities assigned.
- Responsibility as a point of contact for custodial and other vendors at specified sites
- Provide working guidance of scope of work and contact language. Provide quality control inspecting for service work
- Maintain a safe working environment, utilizing knowledge, skills, and abilities (KSA's) as well as perform monthly building safety inspections
- Seasonal duties, such as snow removal and event support may require additional time worked outside the standard scheduled work hours
- Availability during off-duty hours for emergency call outs and/or standby
- Perform other duties as required

Education and Experience Required

Related Experience: One (1) year experience in general custodial or maintenance work, or equivalent combination of training and experience.

Special training or other license, certification, etc.: 10 Hr. OSHA to be completed within first 6 months of hire. Valid Driver's License required.

Knowledge Of: Cleaning and maintenance methods, materials, and equipment; occupational hazards and necessary safety precautions.

Skills In: Performing technical and routine cleaning and maintenance tasks; operating automatic scrubbers, power washers, sweepers, snow removal equipment, hand tools, power tools, and related equipment; managing multiple tasks and deadlines; understanding and following verbal and written instructions; establishing and maintaining effective relationships; communicating effectively; interpreting contract responsibilities; maintaining simple records and writing reports.

Onboarding/Training Requirements: Criminal Background Check
Driver's License Check
Drug Screen

HBV Series/Hepatitis B (Candidate can refuse)
 National Sex Offender Registry Check
 Physical
 Rabies Inoculation Series (if assignment is at the Willowbrook facility)
 Respirator Evaluation
 CPR/1st Aid Training

Working Environment and Physical Effort Required

Physical Demands (Indicate the amount of time spent performing the following activities.)

Activity	None	Under 30%	30% to 60%	Over 60%
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl				X
Talk or hear			X	
Taste or smell			X	

Check the highest work level required to perform related to lifting or pulling/pushing

	Sedentary		Light		Medium		Heavy		Very Heavy	
Maximums	10 lbs.		20 lbs.		50 lbs.		70 lbs.	x	Over 100 lbs.	
Frequency	Small		10 lbs.		25 lbs.		50 lbs.	x	Over 50 lbs.	

Describe below the specific duties that require the physical demands checked above.

	Work is primarily sedentary in nature.
X	Other (describe)
Describe:	Daily tasks must be done indoors as well as all outdoor weather environment conditions.

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

	Not Applicable
X	Other (describe)
Describe:	Eye protection, fall protection, hearing protection, high visibility vest, hard hat, respiratory protection, foot protection, hand protection, district uniform and outerwear.

Disclaimer: This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.