



MUSEUM DEPARTMENT JOB DESCRIPTION

CUSTODIAN

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

Custodians are responsible for maintaining a clean, comfortable, and safe environment for visitors and employees of The Mining & Rollo Jamison Museums. Custodians ensure that museum facilities present a positive image to the public.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Responsible for cleanliness of various museum buildings, conditioned and unconditioned, on multiple floors.
- 1.2 Cleans floors and surfaces by sweeping, vacuuming, mopping, dusting, etc.
- 1.3 Empties trash cans in all offices, visitor spaces, and behind-the-scenes spaces, replaces liner in cans, and carries out garbage to dumpster.
- 1.4 Cleans and sanitizes restrooms and kitchen, and replenishes supplies.
- 1.5 Maintains backstock of supplies and notifies supervisor of needed supplies.
- 1.6 Washes windows, doors, walls, metal, porcelain, and woodwork.
- 1.7 Cleans glass exhibit cases.
- 1.8 Empties dehumidifiers and cleans filters.
- 1.9 Picks up litter from around building and grounds as needed, and assists with exterior sweeping and raking as needed.
- 1.10 Opens and closes, locks and unlocks facilities as needed.



- 1.11 Removes snow from sidewalks and steps.
- 1.12 Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- 1.13 Sets up tables and chairs for events as needed.
- 1.14 Assists with other building maintenance activities as time allows.
- 1.15 Changes light bulbs and fluorescent tubes.

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of simple addition and subtraction; copying figures, counting, and recording.

Skill in the operation of listed tools and equipment.

Ability to follow one- or two-step instructions, routine, repetitive tasks. Ability to understand and follow verbal or demonstrated instructions; write identifying information, request supplies verbally or in writing. Ability to communicate effectively, verbally or in writing, with employees, general public, and The Mining & Rollo Jamison Museums customers. Employee will be familiar with details of job to do it reasonably well within 6 months.

TOOLS AND EQUIPMENT USED:

Vacuum, mops, broom, dusting equipment, polishing equipment, lawn mower, snow blower, pick-up truck, and grass trimmer and miscellaneous hand tools (hammer, screwdriver, tape measure, wrenches, etc.).

CONFIDENTIAL DATA:

None.



ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly stands; walks; reaches; uses repetitive movements, uses eye-hand coordination; hears; stoops, kneels, crouches, or crawls. Employee frequently sits; drives motor vehicles to and from job sites; grasps, holds; talks; has contact with general public/customers; works alone; climbs stairs; climbs ladders.

Employee must be able to lift up to 10 pounds; frequently lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

- 1 Minimum education: High School Degree, or GED equivalent, and
- 2 Related work experience of 6 months to 1 year, or
- 3 Any equivalent combination of education and experience.
- 4 Valid Wisconsin driver's license.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

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

While performing the duties of this job, employee is frequently exposed to dirt; noise, temperature extremes; dampness; equipment movement hazards. Employee is occasionally



exposed to vibrations, dangerous solvents in cleaning, and body fluids. Employee is exposed to significant work pace.

POSITION ACCOUNTABILITY:

Reports To: Museum Director

Supervision Exercised: None.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 1/23/01, 5/8/07

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