



# CITY OF BROOKSVILLE

## JOB DESCRIPTION

**POSITION TITLE: Custodian**  
**DEPARTMENT: Public Works**  
**DIVISION: Facilities**  
**SUPERVISED BY: Facility Services Manager**

**JOB SUMMARY/OVERVIEW OF THE POSITION:** Performs routine custodial and light maintenance work to ensure that City buildings, facilities, and grounds are kept clean, safe, and orderly. Work includes cleaning, sanitizing, stocking supplies, setting up for events, and performing minor repairs. Work is performed under general supervision and in accordance with established City policies and safety guidelines. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

### **ESSENTIAL JOB FUNCTIONS:**

Assist with the maintenance of the burial grounds and performs general grounds keeping.

- Sweep, mop, scrub, vacuum, and dust floors, hallways, offices, restrooms, and other areas.
- Clean and sanitize restrooms, including sinks, toilets, mirrors, and floors; replenish restroom supplies.
- Empty and clean trash receptacles and recycling containers; dispose of waste in accordance with City procedures.
- Wash windows, walls, glass doors, and other surfaces as needed.
- Set up and break down tables, chairs, and other equipment for meetings, programs, and events.
- Perform light maintenance such as changing light bulbs, tightening loose fixtures, and reporting larger maintenance needs to supervisors.
- Monitor and replenish janitorial and cleaning supplies; notify supervisor when orders are needed.
- Maintain exterior areas around building entrances, including sweeping sidewalks, picking up litter, and clearing walkways.
- Utilize the City's work order system on a daily basis to receive, track, and document assignments.
- Ensure work is performed safely and in compliance with City safety policies, including the safe use of cleaning chemicals and equipment.
- Lock and unlock buildings as directed; ensure security of facilities when cleaning is complete.
- Perform other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Standard custodial practices, cleaning techniques, and sanitation procedures.
- Safe use and storage of cleaning chemicals and supplies in accordance with OSHA

standards.

- Proper operation and maintenance of custodial equipment such as floor buffers, carpet cleaners, and vacuums.
- Basic building maintenance practices, including minor repairs and preventative upkeep.
- City safety policies and procedures applicable to custodial work.

**Skills in:**

- Operating cleaning and maintenance equipment efficiently and safely.
- Prioritizing and organizing daily tasks to meet schedules and deadlines.
- Using the City's work order management system to receive, update, and close assignments.
- Handling multiple work orders and adjusting to changing priorities.
- Identifying maintenance or safety concerns and reporting them promptly.

**Ability to:**

- Follow oral and written instructions accurately.
- Work independently and as part of a team with minimal supervision.
- Establish and maintain effective working relationships with employees, supervisors, and the public.
- Perform physical labor including bending, stooping, standing, walking, lifting up to 50 pounds, and climbing stairs.
- Work a flexible schedule, including evenings, weekends, or holidays when required.
- Maintain confidentiality and demonstrate professionalism in public facilities.

**PHYSICAL SKILLS:** Use of both arms, legs, and hands with majority of fingers, good vision (corrected), good hearing (corrected), ability to lift and load 45lbs., walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing and stooping. Environmental Conditions: Constant work outside, alone or closely with others in or with moving objects, during adverse weather conditions, high noise, and vibrations.

**EDUCATION, TRAINING AND EXPERIENCE:**

- High school diploma or GED required.
- One (1) year of custodial, janitorial, or building maintenance experience preferred.
- Experience using a computerized work order or facility management system preferred.
- Training in safe use of cleaning chemicals and equipment (OSHA or equivalent) desirable.
- Possession of a valid Florida driver's license or ability to obtain one within 30 days of hire.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:** Valid Florida Driver's License – Class E.

**ADA STATEMENT:** *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

**DRUG-FREE WORKPLACE:** *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

**VETERANS' PREFERENCE:** *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

**HR INFORMATION**

**REVISION DATE: 10/2025**

**FLSA STATUS: Non-Exempt**

**PAY GRADE: See current pay scale**