

Missouri Department of Transportation

Code: R01329

Title: Building Custodian

Exemption Status: Non-Exempt

Grade: 1

Job Description

Effective Date	01-01-2014
Replaces (Effective Date)	06-01-2010
General Summary	The building custodian ensures that building interiors are clean and building grounds are maintained. Responsibilities are performed under direct supervision.
Minimum/Required Qualifications	High School Diploma or GED/HiSET Successful completion of a range of motion examination and a medical-physical examination.
Supervisory Responsibilities	None
Location	Central and District Offices - As assigned
Special Working Conditions/Job Characteristics	Job requires moderate physical activity. Job requires exposure to moderately adverse and undesirable environmental conditions. Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Cleans, washes or dusts desks, windows, light fixtures, filing cabinets, walls, blinds, etc.
- (2) Cleans break areas, appliances, and restrooms and maintains supplies for each.
- (3) Vacuums carpets and mops floors.
- (4) Empties trash containers and replaces lining.
- (5) Performs yard maintenance, litter removal, and related activities.
- (6) May load and unload supplies, move furniture, or make minor repairs to equipment and the building.
- (7) May pick up mail from post office or run other errands as assigned.
- (8) May set up areas or rooms for various department events or meetings.
- (9) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.