

Missouri Department of Transportation

Code: R01376

Title: Senior Building Custodian

Exemption Status: Non-Exempt

Grade: 3

Job Description

Effective Date 01-01-2014

**Replaces
(Effective Date)** 06-01-2010

General Summary The senior building custodian ensures that building interiors are clean and building grounds are maintained; performs routine building maintenance and repair functions. Responsibilities are performed under direct supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET
Two years of experience performing custodial duties.
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; inventories supplies and materials, and completes requisitions as necessary.
- (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 routine building maintenance responsibilities such as replacing light bulbs and assisting in more advanced building maintenance functions.

(10) 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.