



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 7010

CUSTODIAN
GRADE C

SCOPE OF WORK:

Individuals in positions assigned this classification are responsible for performing custodial work and services required for the cleaning and maintenance of buildings.

DUTIES PERFORMED:

- Observe established safety practices and procedures in working with the chemicals, materials, and equipment commonly used by the work unit.
- Sweep, mop, and scrub floors and other surfaces.
- Vacuum carpets, mattresses, draperies, etc.; shampoo carpets.
- Strip, seal, and wax floors.
- Wash windows, walls, woodwork, etc.
- Sanitize restrooms, locker rooms, water fountains, etc.
- Clean and dust furniture, fixtures, and related furnishings.
- Move furniture, supplies, equipment, etc.
- Remove snow and debris from sidewalk.
- Collect and dispose of waste paper and other waste products.
- Perform minor repair and maintenance of buildings and equipment.
- Notify supervisor of the need for major repairs or additions to buildings, grounds, equipment, etc.
- Maintain, or assist in maintaining, outside premises by mowing lawns, trimming shrubbery, cultivating flowers, etc.
- Lock and unlock doors, check for lights left on or open windows; provide security when buildings are unoccupied.

NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires completion of high school or GED, or one year of custodial or facility maintenance experience with tasks such as vacuuming carpets, sweeping and mopping floors, sanitizing restrooms and fixtures, snow removal, etc.

Eff. Date: 01/78 - Deleted class code 7011 and 7012, Custodian I and II

Rev: 08/92 - Rewritten: Administrative factoring project

Rev: 03/98 - Rewritten to proper format

Rev: 07/12 – Conversion to Hay System