

MARSHALL MUNICIPAL UTILITIES

ELECTRIC PRODUCTION DEPARTMENT

JOB DESCRIPTION

Revised 06/26

TITLE: Custodian

PAY RANGE: 1

CLASSIFICATION: Nonexempt

JOB LOCATIONS: 211/213 N. Benton, 75 E. Morgan, 1455 W. Arrow, and 1459 W. Arrow, Marshall, MO

NORMAL WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday-Friday. May include scheduling after-hours or weekend duty as necessary to accomplish priority work.

BASIC DESCRIPTION OF WORK: Performs duties and services necessary to keep the power plant and office areas, the business office, and the Service Center office areas in a clean and functional condition. Performs minor repairs.

This job requires the following education and/or experience:

Eighth grade education desirable

This job requires the following,

- (1) at the time of hire:
 - a. Previous janitorial or construction maintenance work desirable
 - b. Valid Missouri Class F Driver's License
 - c. Telephone (landline at residence or cellular)
- (2) obtained on the job:

PRIMARY DUTIES OF JOB: Under minimum supervision uses a power floor machine, vacuum cleaners and mop buckets and generally paints, cleans spillage, mops and sweeps floors, cleans air filters, windows and furniture. Drives to utility facilities to drop off and pick up supplies and perform work.

SECONDARY DUTIES OF JOB: Operates a power saw, uses a hammer, pliers, screwdriver, paint brush, rollers or other basic tools to accomplish repairs. May assume other duties as assigned.

To do this job, you must be able to:

Work safely alone and with others in a compatible manner
Wear standard safety equipment including hard hat and eye
and ear protection
Function with rapport regarding employees of MMU and
management

PHYSICAL DEMANDS:

- 1) Walk, climb and descend ladders and stairs
- 2) Lift moderate weights (30-50 lbs.)
- 3) Work in confined spaces and heights

ENVIRONMENTAL CONDITIONS: Work will be both indoors and outdoors. Must be able to work in and withstand adverse weather and unfavorable conditions (hot, cold, muddy, wet, dusty and greasy).

SUPERVISION RECEIVED: Works under the general supervision of the Electric Production Director or others as assigned.

SUPERVISION GIVEN: None.