



JOB DESCRIPTION

COMPANY: Newport Utilities DATE CREATED: 9/2023

JOB TITLE: CUSTODIAN

GRADE LEVEL 3 Exempt Non-Exempt x

REPORTS TO: FACILITIES MAINTENANCE SUPERVISOR

PURPOSE OF THE JOB (Why is the job performed?):

The role of the Custodian is to maintain the interior and exterior of NU properties. Additionally, this individual also assumes the responsibility for making minor repairs and preparing for board meetings or other group meetings.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

1. Become thoroughly familiar with and comply with all applicable safety, security, and environmental rules and regulations, and company policies and procedures.
2. Maintain cleanliness of building interior to include offices, walls, restrooms, reception areas, and meeting rooms by performing a variety of janitorial tasks (ie., dusting, mopping, washing windows, vacuuming, cleaning mats, and stripping/waxing/buffing floors).
3. Maintain the appearance of main building exterior by performing a wide range of janitorial and lawn maintenance jobs (ie., hose down sidewalk, water flowers, and clean windows).
4. Use and Maintain equipment and hand tools, buffers, scrubbers, vacuums, brooms, mops, etc. for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
5. Perform variety of light maintenance jobs (ie., change air conditioning filters, lightbulbs, fluorescent tubes, paint, repair walls, unstop sinks and commodes, and check circuit breakers).
6. Check products and inventory when received by verifying items against packing slip.

7. Prepare meeting rooms for group meetings by assembling and disassembling tables and chairs as required.
8. Perform a variety of routine errands of a pick-up and delivery nature (i.e., food, mail, documents or supplies to/from various sites, and office supplies).
9. Initiate electronic requisition of all janitorial/building supplies.
10. Adhere to attendance policy.
11. Subject to working overtime on short notice.

MARGINAL JOB DUTIES & RESPONSIBILITIES:

1. Deliver communications to board members and acquire signatures if necessary.
2. Sweep walks, rake leaves, remove snow or perform other incidental seasonal tasks.
3. Provide assistance during Company sponsored events (i.e. customer appreciation, employee appreciation, etc.)
4. Other duties as assigned.

EDUCATION, EXPERIENCE, DEGREES, CERTIFICATES, OR LICENSES REQUIRED:

- High school diploma or GED certificate.
- Experience in custodial and light maintenance work preferred.
- Possess and maintain a valid Tennessee driver's license.
- Must be insurable as per NU's liability insurance provider requirements.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

REVIEW OF PHYSICAL DEMANDS:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

During times of natural disasters, pandemics, or other unique situations, NU is generally designated as an essential business. All employees are expected to continue performing job duties and responsibilities consistent with essential business requirements as directed by management on a case-by-case basis.



The nature of the utility business requires all employees to be prepared to report to work at a job site or an NU facility at any time in the event of an emergency consistent with applicable local, state, or federal law.

SIGNATURES:

Employee _____ **Supervisor** _____

Department V.P. _____ **Human Resources** _____

NEWPORT UTILITIES IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER