



City of New Philadelphia, Ohio

JOB DESCRIPTION

Division/Department: Fire Department

Location: Fire Station

Job Title: Fire Station Custodian

Reports To: Fire Chief

Supervises: N/A

Hours: Maximum of 29 per week, as scheduled by supervisor.

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

SUMMARY OF POSITION

Assists the Fire Chief in a supporting role surrounding custodial work at the fire station.

EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- Reasoning:
 - Ability to solve practical problems.
 - Interpret a variety of oral instructions.

CERTIFICATION AND LICENSURE REQUIREMENTS

- Prior cleaning experience.
- Knowledge of operation of lawn-related equipment, cleaning equipment including sweepers, scrubbers, buffers, and ladders.
- Ability to frequently bend, squat/kneel, twist/turn, climb, reach above shoulder, and work with cold and hot substances.
- Ability to frequently lift up to 50 pounds.
- Ability to walk and stand 6 hours with break.

Division/Department: Fire Department		
Location: Fire Station		
Job Title: Fire Station Custodian		
Reports To: Fire Chief		
SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:		
<ul style="list-style-type: none"> • Cleans office space and any other deemed areas. • Completes mopping, dusting, and running of the sweeper. • Cleans bathrooms. • Takes care of ground by mowing and performs light snow removal with the spreading of salt. • Performs other work or job duties assigned by supervisor or designee. 		
<p>► <i>Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.</i></p>		
WORK EXPERIENCE REQUIREMENTS		
<ul style="list-style-type: none"> • Ability to communicate effectively. • Ability to perform all required duties. • Ability to maintain working relationship with other workers. • Ability to work independently and is self-supporting. • Displays discipline and focus in the work environment. 		
REVIEWED BY	James Parrish	<i>Title: Fire Chief</i>
REVIEWED BY	Greg Popham	<i>Title: Safety Director</i>
APPROVED BY	Joel B. Day	<i>Title: Mayor</i>

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.