

**BUILDING CUSTODIAN- FULL TIME
CENTRAL
OPENS: 7/17/2025 CLOSES: 8/1/2025**

JOB SUMMARY

Building Custodian cleans and maintain public buildings, structures and grounds. Work involves the execution of specific rules, regulations, or procedures and is generally performed in accordance with established procedures; however, specific instructions may be provided for unusual jobs or problems. The Building Custodian uses initiative in carrying out recurring assignments independently without specific instructions. Building Custodians follow established standards of cleanliness and adherence to instructions. The Building Custodian receives continuing or individual assignments from the supervisor, generally indicating work to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. This position assists in supervising Laborers and works under the general guidance and direction of the Building Superintendent.

EXAMPLES OF WORK

- Reports to the Building Superintendent.
- Cleans furnishings, floors, and equipment using cleaning solutions and disinfectants; cleans bathrooms; replenishes soap, tissues, and towels.
- Sweeps, mops hard surfaces, waxes, vacuums, and buffs floors; dusts and cleans walls, hallways, elevators, stairs, closets, shelves, and storage areas.
- Empties waste containers, separates trash and recycles appropriate material, and replaces liners
- Maintains the kitchen area by washing dishes or using the dishwasher and putting the dishes and glasses in the cabinets, cleaning the tables, countertops, and appliances.
- Keeps library grounds free of trash.
- Cleans windows and doors; polishes brass.
- Performs routine maintenance activities by making minor repairs such as replacing light bulbs, repairing furniture, and moving furniture to ensure the safe operation of the facility.
- Manages stockroom supplies and equipment by monitoring, storing, and issuing the necessary supplies and equipment to clean and maintain the facility.
- Performs other related duties as required.
- Assists library staff as needed.

MINIMUM QUALIFICATIONS

Graduation from high school or a GED equivalent, and with a minimum of one year of on-the-job experience in building cleaning, maintenance, mechanics, building technology, or a closely related field. A valid Alabama driver's license, in good standing, and current automobile insurance. The ability to lift and move objects weighing 50 pounds. Ability to see, discern, and read parts, equipment, gauges, dials, and tools in low light levels.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and practice of good customer service skills and ability to establish cordial and effective relationships with associates and patrons.
- Knowledge of the materials, methods, and practices used in cleaning and related custodial operations.
- Knowledge of the operation and maintenance of vacuum cleaners, scrubbing machines, polishing machines, and other custodial equipment.
- Knowledge of building and equipment maintenance, preventative maintenance, repair, and construction principles and practices.
- Knowledge of the tools, equipment, materials, and practices of the building and mechanical trades.
- Knowledge of basic cleaning equipment, compounds and chemicals.
- Knowledge of and experience with computers and various computer software applications, peripherals, online databases, online searching, and the Internet.
- Ability to train employees in cleaning and related work.
- Ability to establish and maintain effective relationships with subordinates, other employees, supervisors, and the public.
- Knowledge of the principles and practices involved in the management of inventory.
- Ability to perform heavy lifting and routine manual cleaning tasks.
- Knowledge of the proper use, storage, and disposal of various cleaning chemicals.
- Ability to operate power and hand tools and equipment and janitorial tools including floor buffers, stripping, waxing, steam cleaners, washers, vacuums, mops, brooms; personal computer; calculator; copy and fax machine; phone; mobile or portable radio.
- Ability to drive and operate an automobile.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- CPR/ AED and OSHA Training in subjects such as blood borne pathogens and/or safety.
- Experience supervising staff and managing projects.
- Experience completing scheduled work in a timely manner. Experience prioritizing and planning work activities using electronic scheduling (Smart Phone, Outlook Calendar) in order to meet deadlines and/or goals.
- Experience working with the public and providing customer service.
- Knowledge of and experience with building operations, cleaning materials and equipment.

HOURS, PAY AND BENEFITS

The job requires working some nights and weekends. Employee may be required to adapt to future schedule location changes depending on library needs. Employee will serve on a rotating On-Call schedule.

The City of Birmingham offers a competitive compensation and benefits package, including:

- 80 hours biweekly, Grade 15 - Salary range: \$35,360.00 - \$38,979.20 (starting salary is commensurate with education and experience)
- A City-sponsored pension retirement plan. The City of Birmingham provides a Tier 3 “defined benefit” plan where employee retirement payments are computed using a formula that considers several factors, such as length of employment and salary history.
- Excellent medical insurance with employee monthly contribution as low as \$32.50/month
- Dental insurance
- Vision insurance
- Behavioral health plan
- Group Term Life & AD&D Insurance, Voluntary Term Life & AD&D, Whole Life Insurance, and Short-term Disability options
- Paid vacation and sick leave
- Generous holiday schedule
- Membership and admission benefits for City attractions such as the Birmingham Zoo, Birmingham Museum of Art, Southern Museum of Flight, and more.

METHOD OF APPLICATION

Applicants must register and apply at the Alabama Career Center

<https://alabamaworks.alabama.gov>. Applications will be forwarded to the Personnel Officer of the Birmingham Public Library. Library employees need not go through the Alabama Career Center but can submit applications directly to the library Personnel Office. A resume and transcript must be submitted prior to the interview. Qualified applicants may be contacted for an interview.

You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.