

JOB TITLE: Custodian
DEPARTMENT: Public Works - Facilities
SUPERVISORS: Facilities Manager
SUPERVISION EXERCISED: None
SALARY RANGE:
EXEMPT STATUS: Non-exempt
LAST REVISION: 10-28-15

Job Scope

Summary: To provide a safe, clean and healthy environment for staff and public users of the facility.

Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Clean sanitize and disinfect; floors, bathrooms, offices, hallways, stairs, and breakrooms.
2. Empty trash, recycle and garbage containers.
3. Maintains buildings, performing minor repairs such as routine painting; plumbing; electrical wiring and other related maintenance activities.
4. Cleans snow and debris from sidewalks.
5. Notifies management concerning need for major/minor repairs or additions to lighting, heating, and ventilating equipment.
6. Secure buildings by locking doors and windows, check fire alarms and other safety equipment, report vandalism and collect issued keys.
7. Set up facilities for special events and cleans up afterwards.
8. Complete paperwork and time sheets both manually and/or on computer.
9. Other duties may be assigned.

Secondary Functions

1. Performs all other duties as assigned.

Job Specifications

1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school education or GED equivalent.
2. Prefer previous custodial experience.
3. Ability to pass and maintain a Sheriff's Office background check.
4. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively share information to customers, clients, and other employees of the organization.

5. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of weight measurement, volume, and distance.
6. Physical Demands - while performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, feel and reach with hands and arms. The employee is frequently required to climb, balance; stoop, kneel, crouch, crawl, talk and hear. The employee is occasionally required to sit and smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
7. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public.
8. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

Working Conditions

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____