

Jefferson County Job Description

Position Title:	Custodian	Grade Level:	II
Department	Fleet & Facilities Management	Date:	2/15/2023
Reports to:	Director of Fleet & Facilities	FLSA Status	NE

Statement of Duties: The employee is responsible for the cleanliness, orderliness and proper appearance of the County facilities assigned. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Director of Fleet & Facilities, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does not supervise other employees.

Confidentiality: Employee does not have access to confidential information.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of offices with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours

Nature and Purpose of Public Contact: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

Occupational Risk: Working conditions involve occasional exposure to unpleasant elements such as odors, chemical fumes, heat, or cold. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

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Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Clean County buildings, including but not limited to disinfecting, sweeping, scrubbing, mopping, waxing and/or buffing floors, vacuuming and shampooing carpets, cleaning surfaces and baseboards, polishing glass, furniture, fixtures and woodwork, washing windows and emptying and cleaning garbage receptacles.
2. Clean and maintain bathrooms, toilets, showers, locker rooms and fixtures and ensure all bathroom necessities are provided.
3. Ensures the appropriate inventory of supplies.
4. Work alone, or as a member of the Fleet & Facilities team, to ensure smooth operations and satisfaction of departments served by the Department of Fleet & Facilities Management.
5. Ensures that safety is maintained at all times on the interior/exterior of the buildings for which responsible.
6. Maintains an awareness of maintenance deficiencies and corrects and/or reports such deficiencies to the Director of Fleet & Facilities.
7. Responds to emergencies at any time.
8. Promotes positive relationships with other departments and the public.
9. Refer all instructions from other departments and/or requests for assistance to the Director of Fleet & Facilities or office staff.

Recommended Minimum Qualifications:

Education and Experience: High School degree or equivalent with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: A valid driver's license is required for this position. Must pass a background check.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and building maintenance. Working knowledge of the safety precautions, supplies and materials needed to perform duties.

Abilities: Work independently and be self-motivated.

Skills: Efficient and thorough cleaning and maintenance of buildings and grounds, and attention to detail.

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Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be a need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

Motor Skills: Duties may require assignments requiring application of hand and eye coordination with finger dexterity and motor coordination for activities such as sweeping, scrubbing, cleaning, and moving objects.

Visual Demands: Visual demands include reading documents for general understanding.