

Clinton County, Iowa
Job Description

Job Title: Temporary Project Custodian	Reports to:
Department: Maintenance	Pay Band: NA 13.50/hr
Revision Date: 4/11/2024	FLSA: Temporary Non-Exempt

SUMMARY:

Under supervision performs a variety of custodial/semi-skilled maintenance duties for assigned areas of the County buildings and grounds for the duration of a project not to exceed 780 hours.

Essential Job Duties and Responsibilities:

- Main duty is moving office equipment (desks, chairs, file cabinets and other equipment around so the construction project work can be done)
- Operates power equipment and uses hand tools such as vacuum, stripper, buffer, broom, mop/bucket, sweeps, mops, scrubs, strips, waxes and polishes floors in hallways, lobbies and offices.
- Uses rags, squeegee and appropriate cleaner and washes windows, mirrors and glass doors in offices and lobbies.
- Uses rags, brushes and appropriate cleaner and cleans bathroom facilities, replenishes paper supplies.
- Applies appropriate cleaner and dusts furniture in offices, waiting area and conference rooms. Empties garbage.
- Operates and maintains lawn and snow removal equipment.
- Climbs ladder and replace light bulbs.
- Have the physical ability to move office equipment around.
- Checks to see that doors are locked and lights are out to secure buildings.
- Performs minor mechanical repair work using proper power equipment and hand tools.
- Perform all other duties assigned by Maintenance Supervisor or by Maintenance III staff.

Minimum Qualifications Requirements - (Education and Experience):

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Minimum Qualifications – (Knowledge, Skills and Abilities):

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- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of office changes.
- Ability to effectively utilize all office equipment.
- Ability to establish and maintain effective working relationship with co-workers, government officials, community groups, and other law enforcement agencies.
- Detail oriented in execution of assigned tasks.
- Knowledge of OSHA safety standards needed to perform work safely.
- Ability to learn specialized equipment and software related to business needs.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy

Language Skills:

- Ability to read, analyze, and interpret general drawings/plans and execute tasks based on business needs.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and response to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Work Environment:

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Environmental – Frequently exposed to wet or humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; fumes or air borne particles; outdoor weather conditions; extreme cold (non-weather); and extreme heat (non-weather). Occasionally exposed to toxic or caustic chemicals and vibration.

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Physical Demands:

- Being on your feet, moving equipment and operating equipment $\frac{3}{4}$ of the time on the job
- Sitting or being stationary – Approximately less than $\frac{1}{4}$ of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately greater than 3-4 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 50 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than $\frac{2}{3}$ of on-the-job time.

Certificates, Licenses, Registrations:

- Possess a valid driver's license.

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: _____

Employee Printed Name: _____

Date: _____