

Clinton County, Iowa Job Description

Building Maintenance Department

Job Title: Custodian	Job Code: N/A
Department: Building Maintenance	Pay Grade: 3
Revision Date: September, 2021	FLSA:

Summary: Under supervision performs a variety of custodial/semi-skilled maintenance duties for assigned areas of the County buildings and grounds.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- 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.
- Maintains a custodial supply inventory.
- 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.
- Does work directed by Facilities Director or Maintenance Supervisor.

Qualifications: To perform this job successfully, the Custodian must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Education/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.

Language Skills:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- 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.

Certificates, Licenses, Registrations:

- Possess a valid driver's license.

Physical Demands:

- Standing – Approximately between 1/3 and 2/3 of on-the-job time.
- Walking – Approximately between 1/3 and 2/3 of on-the-job time.
- Sitting – Approximately between 1/3 and 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately between 1/3 and 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately between 1/3 and 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately between 1/3 and 2/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Tasting or smelling – Approximately greater than 2/3 of on-the-job time.
- Weight lifted/Force exerted – Occasionally requires lifting of objects up to 50 pounds.
- Vision – Close vision (clear vision at 20 inches or less); Distance vision (clear vision at 20 feet or more); Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

- 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.
- Noise – Moderate (example: business office with computers and printers, light traffic)

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: _____