

GRANITE COUNTY

Position Description – August 2023

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Department: County Building

Position: Part-Time / Fill-In Custodian

Accountability: Granite County Custodian – County Commission

Matrix Level: 7

SUMMARY OF WORK: Position is responsible for keeping the courthouse and grounds clean, tidy and safe from hazards when regular custodian is not available. Provides general maintenance, security and cleaning for the courthouse building and the grounds in the absence of the regular custodian. This position must be able to work after hours and during evenings on occasion.

JOB CHARACTERISTICS:

Nature of Work: Perform physical labor and requiring work in the outdoors; may work in adverse weather conditions and extreme temperatures. Must adhere to safety procedures and techniques at all times. Work with hazardous waste, stench, fumes, air borne particles and chemicals. May also experience slippery surfaces and vibration from electrical and motorized equipment. Must adhere to the safety practices in dealing with equipment/boilers and waste as provided by the Granite County Safety Committee and the Policies and Procedure Manual in both positions.

Personal Contacts: Daily contact with public and other employees. Coordinate schedule of cleaning with courthouse office personnel.

Essential Functions: Employee must be able to perform the following: sweep, mop, vacuum, dust, operate hand and power tools, climb stairs, paint, do plumbing and minor electrical work. Empty garbage cans, lift up to 50 pounds, occasionally move up to 100 pounds. Visually inspect areas, operate cleaning equipment, wash walls, climb and balance on a ladder, crouch, kneel, stoop, bend, reach, grasp, negotiate close quarters, and push and pull a variety of hand and power tools. Frequency of custodial duties is attached to this job description as "Appendix A", and this attachment is included as part of this job description by this reference thereto.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

In the Absence of the Custodian—Performs routine and scheduled cleaning of community areas, office spaces, restrooms and boiler room area in the courthouse. Performs light carpentry and structural repair and maintenance of facility and grounds. Performs landscaping and grounds maintenance, including planting flowers, mowing, raking, watering and pruning. Removes snow and ice from walkways around complex.

Knowledge: This position requires knowledge of: Boilers, plumbing, cleaning and maintenance, cleaning chemicals, and safety procedures and techniques.

Skills: This position requires skills in plumbing, painting, operating snow removal equipment, and general maintenance of building and grounds.

Abilities: This position requires the ability to: be self-disciplined; perform strenuous physical tasks; operate hand and power tools; follow safety procedures and techniques; communicate; follow verbal or written instructions; complete tasks in a timely manner; maintain confidentiality of information obtained during routine cleaning.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities, are typically through a combination of education and equivalent to:

- A High School diploma or GED equivalent.
- Requires a valid State of Montana driver's license.
- Fill-in Custodian—Experience with lawncare, cleaning, cleaning chemicals, and cleaning and lawncare equipment preferred.
- Must possess, or be able to acquire a current Third-Class Boiler Engineer's License within one (1) year of employment with County.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties and "Areas of Job Accountability and Job Performance Standards".

- Performs assigned duties;
- Provides helpful assistance and information to the public;
- Keeps property and equipment maintained and clean;
- Follows safety procedures of Granite County Safety committee;
- Observes work hours;
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public; and,
- Responsible for reading and complying with Granite County's Personnel Manual