

GRANITE COUNTY
POSITION DESCRIPTION
NOVEMBER 2008

COPY

POSITION: Custodian

DEPARTMENT: County Buildings

ACCOUNTABLE TO: County Commissioners

SUMMARY OF WORK: Position is responsible for keeping the county courthouse and grounds clean, tidy and safe from hazards. Provides general maintenance, security and cleaning for courthouse building and grounds. This position must be able to work after office hours and during evenings.

JOB CHARACTERISTICS:

Nature of Work: This position performs custodial duties requiring physical labor and exertion to clean building and maintain grounds. Position must adhere to safety procedures and techniques at all times. Position must be able to work flexible hours, including after office hours. Hazards of position include dealing with chemicals, slippery surfaces, and vibrating electrical and motorized equipment. Position requires strict adherence to safety standards in working with boiler, cleaning materials and lawn equipment.

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

Supervision Received: Position is self-directed. Position follows instructions, issued either through face-to-face meetings or written memos, from the Board of County Commissioners in coordination with suggestions from Department Heads.

Essential Functions: Position must be able to: 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 ladders, 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."

FUNDAMENTAL JOB DUTIES:

Performs routine and scheduled cleaning of community areas, office spaces, restrooms and boiler room area in the county courthouse.

Performs light carpentry and structural repair and maintenance of facility and grounds. Installs electrical apparatus. Repairs and replaces plumbing fixtures. Paints.

Performs landscaping and grounds maintenance, including planting flowers, mowing, raking, watering and pruning. Removes snow and ice from walkways around complex.

AREAS OF JOB ACCOUNTABILITY AND JOB PERFORMANCE STANDARDS:

- Performs assigned duties.
- Demonstrates punctuality and observes work hours.
- Checks, repairs, and services courthouse and jail boilers on a daily, weekly, and monthly basis as required.
- Does painting, minor electrical repair and plumbing. Changes pipes and does toilet repair.
- Sweeps, vacuums, mops, dusts, strips wax, waxes, polishes and buffs wood and tile floors. Vacuums and shampoos carpets. Sweeps sidewalks.
- Removes garbage, cleans restrooms, replenishes supplies and cleans drinking fountain.
- Mops all main floors daily.
- Cleans all offices in the building at least weekly.
- Washes windows, mirrors and walls, and cleans fixtures.
- Maintains custodial equipment in proper operating condition.
- Provides for building security; opens building for meetings.
- Cleans, mows grass and landscapes courthouse grounds in season.
- Provides for snow and ice removal in winter.
- Raises and lowers flags on business days. Locks building when shift is completed.

- Maintains boiler and security of building during holidays and weekends as required.
- Maintains and inspects county offices for damage and performs repairs.
- Replaces light bulbs, light tubes and ballasts as necessary.
- Posts and updates MSDS (Material Safety Data Sheets) as required.
- Performs other related duties as required.

JOB REQUIREMENTS:

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

Skills: This position requires skills in plumbing, painting, operating cleaning equipment, and general maintenance of buildings and grounds. Requires organizational skills and knowledge of consumable supplies and inventory levels.

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; establish effective working relationships with fellow employees, supervisors, and the public; maintain confidentiality of information obtained during routine cleaning.

EDUCATION AND EXPERIENCE:

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

- A High School diploma or GED equivalent.
- Experience with cleaning, cleaning chemicals and equipment preferred.
- Must possess or acquire a current Third Class Boiler Engineer's License.
- Must possess or acquire a valid Montana driver's license.)

JOB PERFORMANCE STANDARDS:

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

APPENDIX A

FREQUENCY OF CUSTODIAL DUTIES

<u>TYPE OF DUTY</u>	<u>ACTION</u>	<u>FREQUENCY</u>
1. WASTEBASKETS	EMPTY	DAILY
2. GENERAL DUSTING		DAILY
3. WATER FOUNTAIN	CLEAN	DAILY
4. WALLS	SPOT CLEAN	AS NEEDED
5. FLOORS	DUST MOP	DAILY
	WET MOP	AS NEEDED
6. CARPETS, HIGH TRAFFIC AREAS	VACUUM	DAILY
WALL TO WALL	VACUUM	WEEKLY
7. PANELING, DOORS, SILLS	OIL	QUARTERLY
8. LIGHT TUBES & BULBS	REPLACE	AS NEEDED
9. TOILETS	CLEAN	DAILY
	UNPLUG	AS NEEDED
10. SPILLS	CLEAN UP	AS NEEDED
11. OUTER DOORS	UNLOCK	7:30 A.M. DAILY
12. INTERIOR LIGHTS	TURN ON	7:30 A.M. DAILY
13. TREES, LAWN, FLOWERS	WATER	AS NEEDED
14. LAWN	MOW & TRIM	AS NEEDED
15. WALKS & STEPS	CLEAR ICE & SNOW	AS NEEDED
16. BOILERS (JAIL & COURTHOUSE)	SEE O&M MANUAL	TWICE DAILY
17. BATHROOMS		
A. ALL FIXTURES	CLEAN & DISINFECT	DAILY
B. FLOORS	SWEEP & SCRUB	DAILY
C. PAPER	REPLENISH	AS NEEDED
D. SOAP	REPLENISH	AS NEEDED
18. EQUIPMENT & FIXTURES	REPAIR	AS NEEDED
19. LOCKS	LUBRICATE	TWICE YEARLY
20. WINDOW MECHANISMS	LUBRICATE	TWICE YEARLY
21. FRONT & SIDE DOOR WINDOWS	CLEAN	DAILY
22. TRASH	TAKE TO DUMP	WEEKLY