

DEPARTMENT: COMMISSONERS
DIVISION: BUILDING AND GROUNDS
JOB TITLE: CUSTODIAN
LAST UPDATE: FEBRUARY 2022
FLSA STATUS: NON-EXEMPT

JOB SUMMARY:

Perform regular, daily cleaning and upkeep responsibilities on county buildings and grounds. Report any maintenance activities needing attention to the Building and Grounds Supervisor.

NATURE AND SCOPE:

Works under the general guidance and direction of the County Administrator and under the specific guidance of the Building and Grounds Supervisor.

MINIMUM JOB PREREQUISITES AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Some knowledge of procedures, tools, equipment and materials used in custodial work.
2. Knowledge of safety practices of custodial work and use of cleaning agents and equipment.
3. Citizen of the United States.
4. High School degree or equivalency.
5. Must not have any felony convictions or convictions that would be considered a felony in the state of Idaho. Withheld Judgments on felony convictions must be disclosed, and will be considered on a case- by-case basis.

ESSENTIAL JOB FUNCTIONS:

1. Ability to perform physically demanding duties involving muscular strain, such as lifting, walking, standing, stooping and reaching.
2. Ability to read and understand directions, warning labels and Material Safety Data Sheets involved with performing essential functions.
3. Hearing and seeing required to perform essential functions.
4. Common eye, hand, leg, and foot dexterity essential.
5. Ability to work under varying weather conditions.
6. Ability to communicate effectively verbally and in writing.
7. Ability to develop working relationship with elected officials, other public employees and the general public.
8. Ability to work independently with little supervision.
9. Ability to operate tools and equipment used in custodial work.
10. Perform all work duties and activities in accordance with Cassia County policies, procedures and safety practices.

SPECIFIC ACCOUNTABILITIES:

1. Clean all offices in County Courthouse, Law Enforcement Building, Annex Building, or other County Building, as assigned by Building and Grounds Supervisor.
2. Dust, vacuum, empty and clean waste receptacles, wash and clean walls, wash and clean doors and glass.
3. Clean, disinfect, and sanitize rest room sinks and bowls, in assigned areas.
4. Wash windows. (Entrance windows and doors)
5. Perform miscellaneous seasonal duties; remove snow when necessary.
6. Vacuum or sweep stairs.

7. Open and close doors, allowing access to facilities during regular work hours, as assigned by Building and Grounds Supervisor or County Administrator.
8. Maintain equipment and closets in a clean and orderly fashion.
9. Notify Building and Grounds Supervisor of needs or requests for services in assigned buildings and areas, which exceed daily routing and allotment of work time.
10. Perform other duties as may be assigned from time to time by Building and Grounds Supervisor or County Administrator.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical documents, and review maps, diagrams and other documents.
3. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard custodial and grounds maintenance, and office equipment.
4. Sufficient body mobility, flexibility, and balance to work in an office environment, as well as in a public building environment and grounds maintenance situations which requires varied positions for varying amounts of time including sitting, bending, stooping, walking, standing and kneeling, occasionally for long periods of time.
5. The noise level in the work environment is usually moderate.
6. Will involve possible interaction with individuals in a variety of settings, including sometimes in difficult and adversarial circumstances.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.