

Government Center Custodian Maintenance

JOB SUMMARY

This position is responsible for the custodial care and cleaning of county buildings, including Courthouse and 4-H Building.

REPORTS TO

- County Auditor and County Commission.
- Department Heads on the maintenance of individual offices.

MAJOR DUTIES

- Empties and cleans waste receptacles; replaces liners.
- Cleans and sanitizes restrooms; cleans all surfaces, walls, windows, etc.
- Cleans break rooms, offices, storerooms, and public areas.
- Sweeps, mops, vacuums, scrubs and polishes floors.
- Dusts and cleans furniture, blinds, windows, doors, etc.
- Checks and replaces light bulbs as necessary both inside and outside the courthouse.
- Sets up rooms for meetings; cleans rooms before and after meetings.
- Responds to emergency custodial calls.
- Loads, unloads and moves furniture, equipment, materials, and supplies to carry out work requests.
- Sets and maintains yearly budget.
- Maintains cleaning supply inventory; restocks restrooms.
- Opens and secures buildings daily.
- Schedules routine maintenance for heating and cooling systems, boiler, and elevator.
- Recommends replacement of equipment, materials and tools to ensure items are available when needed.

- Maintain grounds including lawn care, removing ice, snow, and debris from sidewalks, streets, and grounds to make areas accessible to the public and to ensure safe operations.
- Maintains, installs, and repairs sprinkler system and related equipment to ensure watering needs are met.
- Shall take care of yearly or seasonal cleaning, repairs, etc. for the following: light fixtures, wall cracks, touch-up paint, clean air conditioners, periodic roof checks and noting condition.
- Keeps building maintenance records.
- Reports building and equipment repair needs to the proper authority to prevent further damage or costly repairs.
- Assist in seeking bids and preparing bid specifications for larger repair and building maintenance projects.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of custodial work, basic electrical, plumbing, mechanical, and carpenter skills.
- Knowledge of county safety policies and procedures.
- Knowledge of the use of various cleaning chemicals.
- Skill in operating cleaning and floor care equipment.
- Skill in following instructions.
- Skill in prioritizing work.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, reaching, kneeling, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell.
- The work is typically performed in county buildings or on county property. The employee is exposed to dust, dirt and irritating chemicals. The work requires the use of protective devices such as masks, goggles, gloves, etc.
- Must be able to work flexible hours as the need arises
- Must be able to work outside in a variety of weather conditions.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Basic email and computer knowledge.
- Ability to establish and maintain effective records.
- Ability to plan and schedule work.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.

NOTHING IN THIS JOB DESCRIPTION RESTRICTS DOUGLAS COUNTY'S RIGHT TO ASSIGN OR REASSIGN DUTIES AND RESPONSIBILITIES TO THIS JOB AT ANY TIME.