



Custodian
Juvenile Department

JD/25
Pay Grade: 7

JOB SUMMARY

This position is responsible for the custodial maintenance of department buildings and facilities.

MAJOR DUTIES

- Cleans offices, meeting rooms and recreational facilities.
- Mops tile and concrete floor areas; vacuums carpeted areas.
- Dusts furniture and fixtures.
- Washes and disinfects washroom floors, toilets, hand dryers and fixtures.
- Cleans mirrors.
- Replenishes toilet tissue and soap.
- Empties waste baskets and garbage cans; places garbage in outside bins.
- Cleans entrance and exit, including glass, doors and hardware.
- Keeps outside area near entrance and exit clear of snow, leaves and litter.
- Cleans, washes and disinfects drinking fountains.
- Performs or reports maintenance repairs.
- Cleans kitchen sinks and counters.
- Reports damages and acts of vandalism.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the materials, equipment and methods used in the custodial maintenance of public buildings.

- Knowledge of the operation, maintenance and repair of a variety of custodial equipment.
- Knowledge of safe work practices.
- Skill in decision making and problem solving.
- Skill in communicating with others.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related custodial duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to perform custodial maintenance of department buildings. Success in this position results in safe and well-maintained buildings.

CONTACTS

- Contacts are typically with co-workers, other county employees, residents, and members of the general public.
- Contacts are typically to provide services or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell.
- The work is typically performed indoors and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

