

## BEAVERHEAD COUNTY

**POSITION:** Custodian Full Time

**DEPARTMENT:** Facilities

**ACCOUNTABLE TO:** Facility Administrator

### **SUMMARY OF WORK:**

Duties involve all aspects of cleaning of the courthouse area and the Pioneer Plaza (Treasurer/Assessor Building) area; maintains and checks boiler and heating systems; performs grounds maintenance and helps maintain security of the buildings.

### **JOB CHARACTERISTICS:**

**Nature of Work:** Driver license required; must be able to lift 60 pounds; will be on call as needed to respond to security alarms; requires working from ladders; snow removal. This position performs physical labor duties of cleaning. Position requires physical strength and stamina. Position requires adherence to standards of safety in cleaning, working with power equipment, working on the boiler and the use of chemical compounds.

**Personal Contacts:** This position works afternoon into the evening and has contact with the public to provide directions to offices and assist with use of meeting rooms.

**Supervision Received:** This position works mainly unsupervised'

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

Performs daily office cleaning; empties wastebaskets; sweeps floor with treated sweep mop; vacuums all rug areas; removes spots on rugs with spot-remover; dusts surfaces; removes marks and smudges from walls and other surfaces.

Cleans restrooms; sweeps and wet mops floors; washes and sanitizes bathroom basin and toilet fixtures; cleans and polishes mirrors and shiny surfaces; empties trash; fills dispensers; cleans spots off walls.

Checks the boiler and heating system daily; keeps building at a comfortable

temperature; maintains the boiler by adding water and chemicals as needed; cleans the boiler at the end of the heating season; reassembles and starts boiler at beginning of heating season.

Helps with security of building by checking windows and doors; sees that appliances and equipment are turned off; stocks supplies for janitor's closet; winds and maintains courthouse clock. Supervises the work of Community Service workers.

Seasonally: removes snow and ice from sidewalks and parking lots; maintains grounds; mows, trims, waters yard; prunes trees and shrubs; rakes and removes trash from grounds.

Occasionally: Receives visitors and directs them to their proper meeting rooms; delivers supplies to offices; moves furniture; performs minor plumbing and electrical repairs; paints; shampoos carpets; strips and waxes floors; washes windows cleans fixtures; performs other related duties as needed.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of cleaning equipment and cleaning chemicals.

**Skills:** This position requires skills in use of basic hand and power tools, cleaning, maintenance of grounds, and boiler operations.

**Abilities:** This position requires the ability to: be dependable; adhere to standards of safety; complete tasks in a competent and timely manner; work as part of a team; respect the rights of others; have physical stamina and strength; communicate effectively; follow verbal and written instructions; establish effective working relationships with fellow employees and County personnel.

Must pass background check.

### **EDUCATION AND EXPERIENCE:**

Must obtain Boiler license within 12 months of employment. The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a High School diploma. One year's custodial experience required. Experience in at least one trade is preferred (i.e. HVAC, electrical, plumbing).

## **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Effectively cleans assigned areas.
- Helps provide for security of the buildings.
- Demonstrates physical strength and stamina to perform duties.
- Adheres to practices of safety in working with cleaning equipment and cleaning fluids.
- Helps to maintain the safety of the premises.
- Checks and maintains boiler.
- Maintains grounds for attractiveness and safety.
- Deals tactfully with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.