CHASE

 COUNTY JOB DESCRIPTION

**POSITION TITLE: Custodian DEPARTMENT: Custodian**

**REPORTS TO: County Commissioners/ County Clerk**

**SALARY:** Based on Experience

**SUMMARY/ OBJECTIVE:**

This employee is responsible for custodial care and maintenance of County owned buildings and equipment. Work is carried out following prescribed laws, county policies, rules and procedures.

**ESSENTIAL FUNCTIONS:**

Works under the supervision of the County Commissioners. This employee is responsible for duties relating to proper care and maintenance of County property. This employee will need to maintain positive working relationships with fellow employees as well as the general public.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Tasks, duties, and responsibilities of the position and why the function is necessary. List in order of importance and may be weighted for performance management purposes.

1. Open and Secure Office Buildings daily
2. General Custodial work including cleaning of offices, halls, restrooms including trash and recycling collection and removal
3. Weather cleanup including snow removal and cleanup
4. Light maintenance of Office Building
5. Maintenance of flooring including waxing, stripping, buffing, & shampooing
6. Assist with Maintenance outside of offices including mowing, weed maintenance, etc at County owned buildings including Office Buildings, Road & Bridge Department, Noxious Weed Department, Courthouse
7. Ordering of all light bulbs, maintenance and cleaning supplies as well as paper goods for County Offices
8. Coordinate repair and general maintenance of air conditioning units and boiler systems
9. Work with department supervisors and commissioners to coordinate office closure or delayed opening during adverse weather conditions

**NON-ESSENTIAL FUNCTIONS: Other related duties which are similar, related or a logical assignment to the position**

**REQUIRED SKILLS AND EXPERIENCE/ QUALIFICATIONS:**

EDUCATION and/or EXPERIENCE

**Education:** High School diploma or GED preferred for this position

**Experience:** One to two years of similar or related work experience is preferred for this position.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Driver's License

**Necessary Knowledge, Skills and Abilities:**

* Some knowledge of office practices and procedures
* Good interpersonal and communication skills are required.
* The ability to follow oral and written instructions is required.
* The ability to express ideas through effective communication.
* The ability to convey detailed or important instructions to co-workers and the public.
* Ability to operate and maintain small equipment
* Knowledge of operation and maintenance of heating and air systems

**REQUIRED COMPETENCIES/ SUCCESS FACTORS:**

**DESIRED SKILLS, ABILITIES AND CHARACTERISTICS**

* Leads by example exhibiting integrity, energy, enthusiasm, dedication, and commitment
* Professional and mature attitude
* Must be able to work independently
* Ability to maintain confidentiality of Company and Client information
* Results-focused, emphasizing team accountability within a culture of openness, respect, innovation, and excellence

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

**WORK ENVIRONMENT:**

This position requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. The employee is frequently required to use personal protective equipment to prevent exposure to hazardous elements or materials.

# PHYSICAL DEMANDS:

Position will require lifting, carrying, or moving items weighing up to 50 pounds as well as work on hands and knees as well as overhead.

# DISCLAIMER:

This Job Description indicates the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee. It does cover "other duties as assigned".

# ACKNOWLEDGEMENT AND RECEIPT:

I agree that I can perform the job described as stated above and I am able to work in these conditions.

**SIGNATURE OF EMPLOYEE: \_ DATE SIGNED:**

**SIGNATURE OF EMPLOYER: \_ DATE SIGNED:**