

CEDAR COUNTY JOB DESCRIPTION

Title: Custodian

Department: Auditor

Pay Band: 10

FLSA: Non-Exempt

Reports to: Auditor

PURPOSE OF POSITION

To perform a variety of routine custodial, housekeeping and mechanical maintenance duties involving general maintenance and upkeep of Courthouse building, equipment and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Maintains building and grounds in a clean and orderly condition by sweeping, mopping, using scrubber, buffing and vacuuming hallways, stairs, office space, courtrooms; empties all trash cans and disposes to dumpster.

Operates and monitors building boiler, chiller units, elevator and generator.

Opens and closes building, sets up rooms for meetings, assists citizens.

Maintains building fixtures performing minor and routine painting, plumbing and furniture repair.

Orders and maintains proper inventory of cleaning supplies, materials and supplies.

Stocks vending machines, collects money and balances accounts in cooperation with the Auditor and Treasurer.

Removes snow from and applies salt and/or sand to sidewalks, steps and ramps before and during normal business hours and on the weekends when needed.

Mows lawn, rakes leaves, trims hedges and bushes.

Operates buffing machine, lawn mower, snow blower, hedge trimmer, small hand tools and related tools and equipment.

Ability to communicate and work in a team environment.

Establish and maintain effective working relationships with County officials, employees and the general public, and maintain regular and punctual work attendance.

Performs other duties as needed and/or assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or General Education Degree (GED) or equivalent. General knowledge of commonly used rules, procedures, operations, practices or routines such as could be acquired in less than one year of prior experience.

LANGUAGE ABILITY

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

COGNITIVE DEMANDS

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance. The employee must occasionally lift and/or move up to 50 pounds.

ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise

the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Cedar County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.