

Custodian



Department: Public Buildings

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of light custodial work in the care and maintenance of County buildings and facilities. Work involves sweeping, mopping and using vacuum cleaners to clean floors; washing walls, woodwork and fixtures; and policing buildings to empty trash receptacles and pick up debris, etc. Performs limited grounds work as needed. Employee must exercise some independent judgment in completing assigned tasks. Reports to the Chief Custodian.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Dusts and cleans desks and other furniture.
- Sweeps, mops, vacuums, strips, waxes and buffs floor surfaces.
- Cleans restroom areas and replenishes paper supplies and soap as necessary.
- Cleans holding cells.
- Cleans windows, walls, doors, woodwork, blinds and light fixtures.
- Empties trash receptacles and recyclables; takes trash to outside dumpster.
- Patrols buildings to inspect for safety or maintenance problems; addresses or reports problems as necessary.
- Sweeps sidewalks and walkways outside of buildings; polices grounds, picking up debris.
- Replaces light bulbs.
- Shovels snow and spreads snow-melting material as needed during the winter.
- Performs other related work as required.

REQUIRED EDUCATION AND EXPERIENCE

High School Diploma or GED and 0 to 1 year of experience in custodial work required; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Licenses and Certificates: Valid driver's License

KNOWLEDGE, SKILLS, AND ABILITIES

The following generally describes the knowledge and abilities required to perform the job or which must be learned within a short period of time to successfully perform the assigned duties.

- General knowledge of the standard methods, materials, and equipment employed in janitorial work.
- Some knowledge of cleaning procedures and the use of cleaning materials.
- Ability to perform medium physical work.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Must be physically able to operate vacuum cleaners, carpet shampoos, brooms, mops, etc. Must be able to exert up to 75 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for Medium Work.
- Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.
- Requires the ability to read simple forms.
- Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving few variables in or from standardized situations.
- Requires the ability to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
- Requires the ability to utilize mathematical formulas; to add and subtract.
- Requires the ability to inspect items for proper length, width and shape.
- Requires the ability coordinate hands and eyes rapidly and accurately in using janitorial equipment.
- Requires the ability to handle a variety of items such as janitorial equipment. Must have minimal levels of eye/hand/foot coordination.
- Requires the ability to differentiate between colors and shades of color.
- Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

FLSA Status: Non-Exempt**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The County of Ashe reserves the right to assign or otherwise modify the duties assigned to this classification.

Equal Opportunity and ADA Employer Statement

The County of Ashe is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by law. The County complies with the Americans with Disabilities Act (ADA) and will provide reasonable accommodations to qualified individuals with disabilities upon request.