

AUGUST 2019

**POSITION DESCRIPTION
CUSTODIAN
GROUNDSKEEPER**

OVERALL FUNCTIONS

Performs a variety of skilled and unskilled tasks in the custodial care and maintenance of the library, and bottom floor of the law enforcement center. Maintains the grounds around the County Courthouse and Library.

NATURE AND SCOPE OF JOB

A multi-incumbent position reporting to the County Maintenance Department. Serves as one of two custodians.

SPECIFIC RESPONSIBILITIES AND DUTIES

1. LAW ENFORCEMENT CENTER

- a. Checks the heating and cooling system, upstairs and downstairs, and tests for problems.
- b. Drains compressor
- c. Empties garbages.
- d. Exercises the diesel generator one time per month for ½ hour.
- e. Dusts windowsills and spot washes windows.
- f. Washes windows two times per year
- g. Vacuums carpets
- h. Cleans and sanitizes rest rooms and drinking fountains and refills toilet paper and hand towels.
- i. Performs minor maintenance such as painting, plumbing etc.
- j. Strips and waxes floors as needed.
- k. Changes light bulbs as needed.
- l. Checks pressure relief valves once a month.
- m. Shampoos carpets when needed.
- n. Cleans the stairs and landings to the jail.
- o. Contacts help and/or assists when problems arise with the elevator or the sally port.

2. COUNTY COURTHOUSE

- a. Working knowledge of heating computer and capable of changing set points.

3. LIBRARY

- a. Checks boiler
- b. Empties garbages.
- c. Dusts windowsills and spot washes windows.
- d. Washes windows two time per year.
- e. Vacuums carpet.
- f. Dust mops floors.
- g. Cleans and sanitizes rest rooms and drinking fountains and refills toilet paper and hand towels.
- h. Performs minor maintenance such as painting, plumbing, etc.
- i. Strips and waxes floors as needed.
- j. Changes light bulbs as needed.
- k. Shampoos carpet as needed.

4. GROUNDSKEEPING (COURTHOUSE, LIBRARY)

- a. Rakes leaves
- b. Plants and weeds flower beds.
- c. Picks up litter from around buildings and grounds.
- d. Waters and fertilizes lawn, trees and flowers.
- e. Sprays pesticide on lawn, trees and flowers.
- f. Mows grass.
- g. Trims bushes and trees.
- h. Sweeps sidewalks
- i. Shovels snow from sidewalks (except entryways and steps into Courthouse)
- j. Ensures sprinkler system is in working order.

5. PUBLIC RELATIONS

- a. Greets the public in a friendly manner.
- b. Answers the public's questions and/or routes to appropriate personnel.
- c. Maintains professionalism by exercising tact and courtesy at all times.
- d. This is full time position.

DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience
 - a. High school diploma or equivalent.
 - b. Six months custodial and groundskeeping experience

2. Necessary Knowledge, Skills and Abilities:
 - a. Working knowledge of heating and cooling system
 - b. Working knowledge of equipment, materials and supplies used in building and grounds maintenance.
 - c. Ability to work with computers.
 - d. Knowledge of different types of chemicals
 - e. Skill in operation of listed tools and equipment
 - f. Ability to understand and follow written and oral instructions
 - g. Ability to communicate effectively verbally and in writing.
 - h. Ability to establish and maintain effective working relationships with employees, other departments and the public.

TOOLS AND EQUIPMENT USED (BUT NOT LIMITED TO)

Tractor Mower
Push Mower
Weed Eater
Pesticide Sprayer
Vacuum
Carpet Shampooer
Dust Mop
Wet Mop
Pruner
Hand Tools
Face Mask
Snow Shovels
Rubber Boots

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 constantly required to:
walk,
hear,
reach with hands and arms
use hands to finger, handle or feel.

frequently required to stand,
read and drive a vehicle.
must talk and write.
required to sit,
taste,
climb or balance,
stoop, kneel, crouch or crawl, and climb

The employee is occasionally required to lift and/or move up to 25 pounds. The employee is infrequently required to lift and/or move up to 50 pounds

Specific vision abilities required by this job include distance vision, color vision and peripheral vision.

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

1. While performing the duties of this job the employee frequently works outdoors.
2. The noise level in the work environment is usually moderate.

MENTAL/MOTOR DEMANDS (The mental/motor 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.)

1. While performing the duties of this job, the employee constantly maintains attentiveness duration and intensity. The employee frequently exercises the ability to shift from one task to another. The employee occasionally performs routine work. The employee infrequently has guidance, co-worker support and reinforcement available. The employee is occasionally involved in social interactions which occasionally require oral and written communications.
2. Memory, reasoning, estimating and problem solving are occasionally used/required on the job. Mathematics and judgment are infrequently used/required on the job.