

County Custodian I

Labette County, Kansas

POSITION SUMMARY

This is a full-time, non-exempt position under the FLSA. This employee performs general custodial care of county facilities, at the Oswego County Courthouse and the Law Enforcement Center; orders, stores and uses needed supplies. Duties are performed under the supervision of the Labette County Treasurer.

ESSENTIAL FUNCTIONS

Daily:

- Clean Restrooms - including toilet fixtures, sinks, walls and mirrors, vents, sweep/mop floors. Fill soap, towel, and tissue dispensers as needed.
- Clean and sanitize water fountains and stair railing at least daily.
- Sweep hallways and entrances, dust mop stairways, wet mop as needed. Additional attention may be required during high traffic times or poor weather.
- Remove tape, gum, and marks from floors and walls.
- Clean glass doors and clean all counter tops with warm soapy water.
- Clean offices - including vacuuming carpet/rugs, empty trash and replace trashcan liners, wipe desk/counter/file tops.
- Raise and lower the United States flag.
- Pick up any trash found in the yards.

Weekly:

- Wipe down marble in courthouse hallways, lobby, entrances, bathrooms and sanitize door knobs and switches.
- Dust everything in offices (including office machines, moving items with necessary care), including lobby areas, bathrooms, ledges, walls and lobby seating.
- Ensure that all supplies are available.
- Check areas for damage and repairs as needed.
- Vacuum-Lobby and every office taking care to include under desks and at counters, during high traffic periods daily attention may be required.

Monthly:

- Wipe down baseboards, woodwork and window sills
- Vacuum around baseboards and other crevices using the attachments.
- Inventory all needed supplies and order sufficient quantity to maintain stock levels and maintain Safety Data Sheets on chemicals (SDS)

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Other Duties as Needed:

- Replace light bulbs in light fixtures
- Add water to open drains as needed to keep down on fumes.
- Wash mops, dust mops and dust rags.
- Maintain employee break rooms
- Wintertime - clean walks and steps with shovel and ice melt, sweeping/mopping inside walkways as needed to keep moisture and ice melt from becoming a safety hazard.
- Help with wax and buff floors on regular basis.
- Wash windows inside and outside at least twice yearly.
- Check daily to ensure that all exit doors are either unlocked or the panic opening devices are working properly during the hours of building occupancy.
- Make minor repairs as needed. Paint/re-paint as needed. Report needed major repairs.
- Move furniture, equipment and supplies within buildings as required; move furniture, equipment, and supplies between buildings as assigned.
- Work overtime as emergencies arise in order to prevent disruption of county operations.
- Keep abreast of new information, ideas and techniques pertinent to this job.
- Adhere to all county health and safety policies including all precautions of bloodborne pathogens.

MARGINAL FUNCTIONS: Other duties as assigned.

POSITION REQUIREMENTS: Duties may be required to be performed in security areas. This position requires that the individual be and remain eligible for security clearance. 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, skills, and/or ability required.

EXPERIENCE: General knowledge of the occupational skills, requirements, hazards and safety precautions of the trade. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six (6) months to one (1) year of employment.

EDUCATION: High school diploma or GED, or six months to one year related experience and/or training; or equivalent combination of experience and education. This employee must be an U. S. Citizen or possess authorization for employment for immigration services.

TECHNICAL SKILLS: A working knowledge of general janitorial and maintenance functions is required. The ability to analyze problems is required, as well as the ability to read and interpret manuals, articles, reports and written instructions, as well as the ability to carry out and give written and oral instructions. Employee must be able to perform numerous tasks simultaneously, keep accurate records and interface with all county operations. This employee should possess strong communication and public relation skills.

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PROBLEM SOLVING: Problem solving is a factor in this position. This employee makes decisions about performing daily duties in the most efficient manner.

DECISION MAKING: Decision making is a factor in this position. Employee must be able to make decisions in work schedules, ordering, and duties. This employee makes decision about performing duties in the most efficient manner.

SUPERVISION: This employee works under the supervision of the Labette County Treasurer or such person or persons as they may direct.

FINANCIAL ACCOUNTABILITY: This employee is not responsible for collection of cash and does not participate in the annual budget process.

PERSONAL RELATIONS: Daily contact with the general public, other employees and supervisory personnel is expected.

WORKING CONDITIONS: The work environment characteristics described here are representative of those any employee encounters while performing the essential function of this job. Some adverse working conditions exist within this position. Employee may have moderate exposure to mechanical equipment noises, sewer fumes and gases, dust, odors, pollens and all types of weather conditions.

ESSENTIAL PHYSICAL FUNCTIONS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. This position requires specific vision abilities including close and distance vision, color vision, and depth perception, and the ability to adjust focus. Employee must be able to use hands to finger, handle, or feel objects, tools or controls with hands and arms. Manual labor including bending, stooping, extensive walking, climbing, balancing, sitting, lifting and carrying 50-75 pounds occasionally is required.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

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NOTE ANY SPECIAL ACCOMMODATION THAT NEEDS TO BE MADE FOR THIS POSTION.

I HAVE READ MY JOB DESCRIPTION IN ITS' ENTIRETY. FUTHERMORE, I UNDERSTAND THE PHYSICAL REQUIREMENTS OF THE POSITION.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

Received and filed in my office this _____ day of _____, 20__.

(seal)

County Clerk or Payroll Clerk