

PICKAWAY COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION
An Equal Opportunity Employer

POSITION TITLE: Custodial Worker

DIVISION: Maintenance Department

CIVIL SERVICE STATUS: Unclassified, FLSA non-exempt

EMPLOYMENT STATUS: FT/Reg

REPORTS TO: Maintenance Supervisor

CRITICAL CHARACTERISTICS:

- Patient
- Pleasant
- Efficient
- Accurate
- Ability to manage multiple tasks simultaneously
- Demonstrates regular and predictable attendance

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Clean County buildings and keep in orderly condition
- Empty trash cans and change liners
- Clean floors using dust mops, wet mops and vacuum cleaners
- Clean restrooms, refill paper towels, toilet paper and soap
- Clean/disinfect all water fountains and/or water coolers
- Report malfunctioning equipment (lights/plumbing)
- Clean highly visible/publicly used countertops and reception counters
- Lock and unlock assigned buildings/offices, secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights
- Attend to cleaning emergencies when necessary
- Safely operate all vehicles and other job related equipment
- Take instruction from Custodial Worker II

POSITIONS SUPERVISED:

None

QUALIFICATIONS:

High School Diploma or GED and any combination of education, training, and experience which provides the necessary skills, knowledge, and abilities to perform the work of this job. Other requirements include:

- Previous experience in custodial or housekeeping work preferred
- Ability to operate cleaning machines and equipment
- Must be able to stand, walk, reach, bend, balance, grasp and push for extended periods of time
- Regularly lift and/or carry up to 20 pounds; heavier lifting is occasionally required
- Must be able to work independently and make responsible decisions
- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules and regulations.
- Have the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise and accurate reports
- Have ability and commitment to work with the public
- Have knowledge of basic methods, techniques and tools used in custodial services
- Understand and have knowledge of applicable safety regulations and precautions

LICENSURE OR CERTIFICATION REQUIREMENTS

- Valid Ohio Driver's License
- Review of applicant's Motor Vehicle Record (MVR)
- Insurability under the County's Motor Vehicle Policy.

Custodial Worker I

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Approval of Appointing Authority

____/____/_____
Date

Employee Signature

____/____/_____
Date

Date Adopted: 2/6/13