



Position Description

TITLE: CUSTODIAN

Scope of Responsibility

This position is responsible for performing routine and special custodial, janitorial and maintenance functions to the assigned County facilities/buildings to maintain their safe, clean, efficient operation and presentation. Individuals assigned to this classification are expected to be competent in their skill area and to perform proficiently and independently those assignments of a regular and recurring nature. Work is normally performed in accordance with established and well-known policies, procedures and practices under general supervision of the Maintenance Supervisor. Supervisor will check progress of work and provide instructions on accomplishing unusual problems or the use of unfamiliar equipment. Individuals will typically be assigned to a regular work site; however, work site assignments will be subject to change as determined by supervisors with no notice requirements.

Supervisory Responsibility

This position has no supervisory authority of other county employees. However, assignments may include direct or indirect oversight of jail trustees in custodial and maintenance duties to include safety training.

Essential Functions

Perform routine maintenance activities related to the cleaning and maintenance of County buildings and facilities in accordance with sound safety practices. Use county passenger vehicle to transport supplies and equipment and to commute between buildings and facilities.

Interior

- Mop, sweep, strip, wax, polish, shampoo, buff, and/or vacuum all floors and carpets operating manual or mechanical equipment such as: buffers, auto scrubbers, extractors, vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Empty restroom and office trash, dispose and transport waste in a safe and appropriate manner.
- Clean walls, mirrors, metal and woodwork.
- Clean and sanitize restrooms and replenish supplies.
- Assist with inventory control of custodial and janitorial supplies.
- Perform general maintenance of custodial and janitorial tools and equipment to maintain optimum operation.
- Perform minor repairs such as changing light bulbs and florescent tubes as needed.
- Report needed facility maintenance and repairs to Maintenance Supervisor.
- Paint or stain walls, ceilings and woodwork.
- Provide building security (such as opening and closing or locking doors and windows, and shutting off lights) before or after regular business hours.
- Assist with room set-up and take-down, moving furniture and equipment as needed.

Exterior

- Clean exterior windows.
- Sweep, shovel and de-ice walkways, sidewalks, stairways and other paths leading to and from buildings and facilities.

- Empty and keep clean refuse containers and ashtrays.
- Perform landscape functions including mowing, watering, weeding, trimming, raking, pruning, planting and edging. Requires the use and application of fertilizers, herbicides and pesticides; gas lawnmowers; gas weed eater; and electric trimmer.
- Clean and maintain parking lots including painting strips and directional signs. Install parking barriers and sign posts.

Other Duties

- Assist maintenance staff and other office staff with the moving of office furniture, assembly of office furniture, etc.
- Assist supervisor with the raising/lowering of US/State flags.

Minimum Qualifications

- Requires one year of work experience as a custodian/janitor in a commercial or institutional environment.
- Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.

Special Requirements

- Possession of a valid Washington State Driver's License.
- Ability to satisfactorily pass a comprehensive, in-depth background investigation that shows no criminal activity that could directly affect the ability to perform the job.
- Individuals assigned to this position work in the capacity of a confidential employee. Any breach of these terms and conditions of employment may result in immediate discipline, up to and including termination.
- Ability to pass a safety exam once a year.

Knowledge, Skills and Abilities:

- Knowledge of a wide variety of cleaning materials, methods, equipment and procedures used to perform duties.
- Knowledge of occupational hazards and safety practices and procedures to safely use assigned materials, equipment and tools typically used for routine custodial and maintenance duties.
- Knowledge of health, safety and infection control regulations.
- Knowledge of principles and methods of grounds maintenance.
- Ability to operate motorized equipment to include, but not limited to, push lawn mowers, line trimmers, pressure washers, buffers, floor scrubbers, sweepers, and carpet shampoos.
- Ability to lift up to 50 pounds on a regular/reoccurring basis.
- Ability to demonstrate sufficient strength, agility and dexterity to perform the work of the position.
- Ability to establish and maintain cooperative, effective and productive working relationships using tact, patience and courtesy.
- Ability to appear for scheduled work with regular, reliable and punctual attendance.
- Ability to understand and follow oral and written instructions.
- Ability to complete assigned tasks independently.

Physical Demands and Environment

The working environment for this position is both indoors and outdoors and of a physically demanding nature. The duties require work outdoors in all types of weather. Requires walking on various types of surfaces including rough terrain, sitting, standing, ability to maintain balance, climb stairs, ladders and inclines, ability to kneel, bend, stoop, crouch, reach, push, pull, twist; requires a sense of touch, finger dexterity, gripping with fingers and

hands, and carrying 50 pounds; ability to operate passenger vehicles, and work with chemicals, exposure to noxious weeds and plants, dust, pollens, insect stings. Requires wearing of safety glasses or goggles, ear plugs or muffs, respirators, rubber or plastic gloves, safety shoes and rubber boots. Follows infection control practices including hand washing techniques, standard precautions and isolation techniques.

Acknowledgements

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date

Effective Date: 01/01 / 2009	EEO: 8	Department: Commissioner’s Office
Dates Amended: 01/14/2009	Union: None	Division: Maintenance
FLSA Exempt: No	Grade: 7	Pos #: MNT009CS1-002 MNT009CS2-002