

Park County

Job Description



Title:	Building Custodian	Code:
Division:	Building	Effective Date:
Department:	Building & Grounds/Events	Last Revised: 8/17/2021

GENERAL PURPOSE

Performs a variety of **working level** duties as needed to assure proper cleaning of assigned county facilities, i.e., Fair Grounds, Library, Court House, County Facilities, etc.

SUPERVISION RECEIVED

Works under the close to general supervision of the Janitorial Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs facility care and cleaning tasks such as vacuuming, carpet cleaning, auto scrubbing, etc.; monitors and waters plants.

Restock their own custodial closets with supplies; apprises supervisor of shortages; places orders as needed.

Sweeps, dusts, strips, waxes, washes, and polishes hard surface floors; washes and cleans walls, door frames, doors, and glass; empties and cleans waste receptacles; cleans, disinfects and sanitizes rest room sinks and bowls; washes windows; vacuums and shampoos carpets and entry rugs and mats; maintains work closets and monitors availability of supplies.

Operates various cleaning equipment such as power buffer, carpet extraction machine, etc.; mixes chemicals as needed to perform specialized cleaning functions.

Performs various logistical and minor maintenance duties; sets up for special events, moves tables, chairs, and podiums; assembles tables and miscellaneous furniture upon delivery, signs for deliveries; occasionally assists in performing general and routine maintenance; replaces burned out lamps.

Notifies supervisor or appropriate authorities when an emergency situation occurs during their shift.

May assist with pick-up and delivery duties.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Sufficient education and training to demonstrate an aptitude or ability to perform above duties;
 - AND
 - B. One (1) year of experience performing above or related duties;
 - OR
 - C. Additional formalized related training may be substituted for experience.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of SDS guidelines, procedures, tools, equipment, materials and cleaning agents used in custodial work; emergency measures to be taken in the event of accident, injury or chemical hazards; safety practices of custodial work and use of cleaning agents and equipment; effective operation of equipment such as carpet extractors, vacuums and snow blowers.

Ability to recognize building malfunctions in heating, cooling, plumbing, and electrical systems; operate tools and equipment used in custodial work; follow oral and written instructions; perform lifting and other duties requiring moderate physical strength; develop working relationship with other employees and supervisor(s).

3. Special Qualifications:

May be required to possess a valid Wyoming Driver's license.
May be required to work abnormal work schedules.

4. Work Environment:

Incumbent of the position performs indoor physically demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, reaching, and lifting. Hearing, seeing and reading essential to performance of daily duties. Common eye, hand, finger, leg and foot dexterity also expected. Mental application utilizes memory for details, verbal instructions, some discriminating thinking. May be required to lift if excess of 35 pounds in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)