

# FILLMORE COUNTY JOB DESCRIPTION

## Custodian

<b>DEPARTMENT:</b> Facilities Maintenance		<b>JOB TITLE OF SUPERVISOR:</b> Building Maintenance Supervisor
<b>PAY GRADE/RANGE:</b> 2	<b>BARGAINING UNIT:</b> Not Represented	<b>FLSA STATUS:</b> Non-Exempt

### GENERAL PURPOSE OF JOB

Under supervision, maintains County facilities (buildings, grounds and equipment) in a safe, clean and orderly condition. Performs minor maintenance on buildings and equipment as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### FREQUENCY

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Cleans buildings, grounds and equipment according to established guidelines to ensure a safe and clean environment. Sweeps; mops dusts; vacuums; removes trash; washes windows; and polishes, washes, waxes, strips and shampoos floors.	Daily 50%
Assists Maintenance Engineer in operating and maintaining all mechanical equipment such as, boiler, heating units, air conditioning, and ventilation systems.	Daily 10%
Performs grounds and lawn care maintenance, including cutting grass; pruning and trimming bushes; and removing snow.	Varies 10%
Processes mail and delivers to post office.	Daily 20%
Performs other duties of a similar nature or level.	Varies 10%

### QUALIFICATIONS

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires minimum of High school diploma or general education degree (GED) and one to three months related experience and/or training, or equivalent combination of education and experience.

### CERTIFICATES AND LICENSES *(position requirements at entry)*

- Special Engineer License
- Minnesota Drivers License, or evidence of equivalent mobility

**REQUIRED KNOWLEDGES** (*position requirements at entry*) knowledge of:

- Basic understanding of boiler and air conditioning systems and master control which regulates air system;
- Basic understanding of building trades and maintenance work;
- Building cleaning and maintenance and mechanical operations;
- Proper use, storage and disposal of various cleaning chemicals and hazardous chemicals and materials.
- Statutes related to County budget administration including federal GASB 34 and later regulations

**REQUIRED SKILLS** (*position requirements at entry*) skill in:

- Ability to operate cleaning and grounds maintenance equipment.
- Ability to operate postage meter.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before public groups and coworkers.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Requires the skill to provide basic client services to the public and other agencies within the County. Requires tact, courtesy, and cooperation in dealings with others where the primary purpose of the dealing involves the exchange of information.
- Ability to respond/report for work in a reasonable time in inclement weather.

**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 regularly required to use hands to finger, handle, or feel, stand and walk. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, smell and talk or hear. The employee must regularly lift and/or move up to 25 pounds, and frequently lift and/or move up to 50 pounds. The employee will occasionally lift and/or move up to 100 pounds with assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

**CLASSIFICATION HISTORY**

<b>Prepared By:</b> Debra Bryan/Bjorklund Compensation Consulting (BCC)	<b>Date:</b> 10-1999
<b>Revised by:</b> Fillmore County	<b>Date:</b> 04-2007