

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Custodian (Nighttime)
DEPARTMENT: Public Works
DIVISION: Facilities and Maintenance
REPORTS TO: Facilities & Maintenance Manager
FLSA STATUS: Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

JOB SUMMARY:

Keeps the courthouse and other office buildings in clean and orderly condition.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Secure buildings at night, may include lowering the flag.
- Clean assigned building daily; including windows, trash removal, dusting, bathrooms, polishing wood, cleaning handles and railings, sweeping, mopping, vacuuming, and all other basic cleaning needs to maintain a healthy and clean environment.
- Check for heaters, fans, and candle-warmers; unplugging as needed.
- Check inventory and submit requests as needed.
- Stock supplies as needed.
- May shovel snow as needed.
- Shampoo carpets on a regularly assigned basis.
- Clean outside of windows on a regular basis.
- Other duties may be assigned.

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.

Education and Experience:

- High School diploma or equivalent
- One (1) to three (3) years custodial/cleaning related experience and/or training
- Or equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and product safety labels.
- Must possess the ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Must also have the ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Certificates and Licenses:

- Valid driver's license

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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 stand, walk, and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl, and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral, depth perception, and ability to adjust focus.

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 frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.