

Bonner County Job Description



Title: Custodian
Department: Facilities
Supervisor: Custodial Supervisor
Supervision Exercised: None
Job Description Revision: 03_22_2017

Posting Title	Custodian
----------------------	-----------

General Summary	<p>Provide a safe, clean and healthy environment for county employees and the public.</p> <p>The successful candidate will be required to pass a Sheriff's Department background check as this position also supports the Sheriff's facilities. Incumbent performs routine work but occasionally involves a high level of complexity. Incumbent works under well-known practices and procedures and often determines specific practices and procedures for the department. Work requires the exercise of above normal self-direction as incumbent carries out instructions in oral, written or drawing format. Incumbent works independently under periodic supervision. Primary communication takes place with coworkers and supervisor. Position has direct impact on the efficiency of building operations, maintenance and upkeep. Work is typically performed in-door and outdoors, and may involve intermittent exposure to unfavorable conditions. Typically includes heavy local travel.</p>
------------------------	--

Essential Functions	<p>The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the county at any time:</p> <ol style="list-style-type: none"> 1. Clean, sanitize and disinfect floors, bathrooms, offices, hallways, stairs, and breakrooms. 2. Empty trash, recycle and garbage containers. 3. Cleans snow and debris from sidewalks, roofs, etc. 4. Notifies supervisor concerning need for major/minor repairs or additions to lighting, plumbing and HVAC equipment. 5. Secure buildings by locking doors and windows. 6. Set up and clean facilities for special events. 7. Complete paperwork and time sheets manually and/or on computer. Computers are required for ongoing education, requesting time off, responding to email, accessing pay and benefits information. 8. Responsible for proper use of personal protection equipment (PPE) 9. Other duties may be assigned, including over time as needed.
----------------------------	--

Secondary Functions	<ol style="list-style-type: none"> 1. Provides assistance to employees as work assignments dictate. 2. Performs all other duties as assigned.
----------------------------	---

Specifications	<ol style="list-style-type: none"> 1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school education or GED equivalent. 2. Previous custodial experience is preferred. 3. Ability to pass and maintain a Sheriff's Office background check. 4. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively share information to customers, clients, and other employees of the organization. 5. Ability to perform general math functions, including addition and subtraction, and multiplication and division as needed. 6. Must be physically able to perform job duties including frequent bending, climbing, squatting, manipulating, lifting equipment and supplies. 7. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public. 8. Must possess a valid state driver's license. Must have and maintain a good driving record in the course of the employee's employment.
-----------------------	---

Working Conditions	<p>Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual walking, standing, stooping, and repetitive motions; frequent crouching, grasping, reaching, and pushing or pulling 15 to 20 pounds. Requires ability to lift and/or move up to 50 pounds. Requires good general vision. Worker is occasionally subject to hazards, such as close proximity to electrical current and exposure to chemicals. Worker is also subject to fumes, odors, dust, mists, gases, noise, or poor ventilation. Requires moderate travel within the local area.</p>
---------------------------	--

Disclaimer	<p>This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy. Bonner County is an At-Will employer.</p>
-------------------	---

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____