

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Custodian
DEPARTMENT: Facilities & Maintenance
REPORTS TO: Facilities & Maintenance Manager
FLSA STATUS: Non - Exempt

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Opens and closes buildings
2. Raise and lower flags
3. Dusts, sweeps, mops, scrubs, waxes, and polishes floors, cleans stairs and office space
4. Washes windows, walls and doors
5. Vacuums and shampoos carpets
6. Empties trash cans
7. Cleans and scrubs toilets, urinals and wash basins
8. Shovels snow
9. Runs errands as assigned
10. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE and/or EDUCATION:

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

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and product safety labels

MATHEMATICAL SKILLS:

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.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

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 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.

WORKING 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 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.