
CUSTODIAN

Rev7-13

Department: Courthouse
Reports To: County Clerk

Position Summary

Under the supervision of the County Clerk, the Custodian is a non-exempt position under the FLSA that performs skilled and semi-skilled custodial and building maintenance work in the care of the Marion County courthouse and related buildings. Work involves general custodial duties as well as upkeep on building interiors, exteriors, lighting and plumbing systems. An employee in this position is required to have attained a sufficient degree of skill in performing basic electrical and plumbing maintenance and repair work. Independent action is expected.

Essential Functions

- * Develop and follow a detailed cleaning schedule for courthouse and all related buildings, including health department;
- * Police grounds to include sidewalks, steps, entryways, cigarette containers, etc. to be sure all are in good condition and are clean;
- * Report repair and maintenance needs or malfunctions of system air handling units, chiller and boilers;
- * Perform basic electrical and plumbing maintenance and repairs;
- * Wind and maintain courthouse clock;
- * Paint and repair interior walls;
- * Dust desks and furniture;
- * Clean, sanitize and deodorize bathrooms, maintain paper towels, toilet paper, soap dispensers, and other supplies;
- * Empty trash and recycling bins and transport recycling contents to recycling center;
- * Vacuum carpets, floor mats and tiled areas;
- * Deep clean all floors and carpets on a rotating schedule, spot cleaning as needed;
- * Dust mop, wet mop and wax floors and mop all chair mats on a regular schedule;
- * Clean glass doors and windows;
- * Make minor repairs to office furniture;
- * Hang pictures and certificates;
- * Set up tables and chairs for special functions and events;
- * Mow grass, trim and dispose of yard waste;
- * Clean all mini-blinds;
- * Clean and oil wood banisters and railings;
- * Remove snow from sidewalks at Courthouse Square and Health Department;
- * Call for minor repairs as needed and seek approval on large projects;

Marginal Functions

- * Wash, fuel and clean interior of County vehicle;
- * Keep inventory of supplies on hand and used by department;
- * Lead tours to include Courthouse and grounds;
- * Maintain quality of flags – raise and lower when needed;
- * Other related duties as deemed necessary or as assigned.

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Custodian

Minimum Position Requirements

Experience: One year of custodian and building maintenance experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months in the position.

Education: High school diploma or GED.

Skills: Knowledge of carpentry, electricity, plumbing and equipment maintenance. Mechanical ability to service equipment. Knowledge of chemicals and cleaning solutions and their uses. The ability to read and understand all chemical labels for their safe handling. The ability to use power tools and hand tools, chemical cleaners, snow blower, and other related equipment.

Problem Solving: Limited problem solving exists in the performance of daily assignments. Problems include repairing electrical or plumbing malfunctions.

Decision Making: Decision making is a factor in this position. Decisions include determining the best time to perform preventative maintenance procedures and types of equipment and cleaning products to use.

Accountability: Employee is responsible for county resources but is not responsible for budgetary control of the department and does not participate in the annual department budget process.

Supervision: Little or no direct supervision on assigned duties.

Personal Relations: Continual contact with other county employees and occasional contact with the general public.

Working Conditions: Manual labor and adverse weather conditions are factors in this position. Working with chemicals, dust and pollen are also factors in this position.

Physical Requirements: Manual labor is required. Work is medium in nature requiring lifting, carrying or moving items weighing up to 50 pounds. The ability to traverse rough ground when working outdoors. The ability to crouch, kneel, pull, push and climb when working on equipment and performing maintenance duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.