

Crook County Facilities Maintenance

Sundance, Wyoming

Custodian

*Specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

DEFINITION

To perform the full range of custodial duties as they relate to the care, maintenance, and cleaning of the Courthouse, Public Health facility and other county owned buildings as assigned by the Facilities Maintenance Foreman; to identify and report building maintenance needs.

SUPERVISION RECEIVED AND EXERCISED

Exercise no supervision. Receive general supervision from the Facilities Maintenance Foreman.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Important and essential duties may include, but are not limited to the following;

1. Provide routine custodial care for assigned facilities including, but not limited to, dusting, vacuuming, washing windows, washing floors, picking up trash, cleaning restrooms
2. Perform a variety of tasks including, but not limited to, moving or setting up furniture, snow removal, sweeping walkways, planting and weeding flowerbeds, yard maintenance, bathroom cleaning, waxing floors, painting as needed and/or other miscellaneous cleanup.
3. Restock utility closets, custodial cart and first aid kit; inform supervisor when cleaning supplies are getting low, suggest new cleaning products.
4. Identify and report building maintenance needs; perform minor repair work and change light bulbs as needed.
5. Ensure that buildings are secured at end of shift according to facility procedures and/or unlock facilities at specified times.
6. Adhere to safe work practices and procedures.
7. Attend and participate in staff meetings and related activities; attend workshops, conferences to increase knowledge; serve on committees as assigned.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Practices, methods, equipment, tools, and materials used in custodial work.
- Characteristics and use of commercial custodial compounds.
- Principles and practices of working safely.

Skill to:

- Operate a variety of custodial equipment in a safe and effective manner.

Ability to:

- Clean and care for assigned areas and equipment.
- Read, understand and follow oral and written directions.
- Work with minimal supervision and be self motivated
- Follow established daily, weekly, monthly and annual cleaning schedules
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One year commercial custodial or similar experience is preferred but not required.

LICENSE, CERTIFICATE OR REGISTRATIONS:

Must be current or obtained within a specified time frame as defined upon employment.

- None

Working Environment:

- Considerable exposure to cold, heat, noise, outdoors, chemicals, dust, coal, coal dust, coal ash, mechanical hazards and electrical hazards; some availability for shift, weekend or holiday hours may be needed.

Physical Activities:

- Essential functions require maintaining physical condition necessary for considerable physical activity such as sitting, standing, walking, kneeling, crouching, stooping, squatting, crawling, twisting, climbing and lifting an average of 50 lbs.