

**POSITION DESCRIPTION
COUNTY OF JASPER, INDIANA**

POSITION: Assistant Custodian
DEPARTMENT: Courthouse
WORK SCHEDULE: As assigned
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: March 1999

STATUS: Full-time

DATE REVISED: June 2011

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Jasper County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Assistant Custodian for the Jasper County Courthouse, responsible for maintaining cleanliness of County facilities.

DUTIES:

Cleans assigned areas, including, but not limited to, emptying waste baskets and dusting work areas and furniture. Sweeps, mops, washes and buffs floors, and vacuums carpets.

Cleans and disinfects restrooms, including, but not limited to, disinfecting and cleaning urinals, toilets, and sinks, checking and refilling paper products and soap dispensers, washing walls and mirrors, sweeping and mopping floors, and emptying trash cans.

Maintains lawns and landscaping of various County buildings, including mowing, trimming, and removing litter. Shovels snow as needed.

Maintains working condition of department equipment and boilers, including monitoring dials and gases, and making repairs as necessary. Repairs desks and chairs, and changes light bulbs as needed.

Operates all assigned tools and equipment in performance of duties, including hammer, wrenches, drills, floor stripper/buffer, power saws, grinder, cutting torch, movers shovel, rake, mop, broom, sander, hedge trimmer, and vacuum cleaner.

Performs minor electrical and plumbing repairs as assigned.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED preferred.

Working knowledge of and ability to make practical application of basic cleaning, sanitation, and safety policies and procedures and universal health precautions, and ability to ensure safety of self and others.

Working knowledge of and ability to make minor electrical and plumbing repairs, and monitor/repair boilers.

Ability to properly operate all assigned tools and equipment, including hammer, wrenches, drills, floor stripper/buffer, power saws, grinder, cutting torch, movers shovel, rake, mop, broom, sander, hedge trimmer and vacuum cleaner.

Ability to physically perform essential duties of the position, including exerting sustained physical effort, bending, stooping, crouching, stretching, handling objects, prolonged standing/walking, and lifting/carrying objects weighing up to 50 pounds.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to effectively communicate with co-workers, other County departments and personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to understand and comply with work orders and product application directions, such as cleaning solutions.

Ability to work alone with minimum supervision.

Ability to occasionally work evenings and/or weekend hours.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

II. RESPONSIBILITY:

Incumbent performs simple, repetitive tasks following clear, complete instructions, including safety policies and universal health precautions. Some care and skill are required to prevent damage to tools and equipment.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains contact with co-workers, other County departments and personnel, and the public for the purpose of exchanging information.

Incumbent reports directly to County Commissioners.

IV. PHYSICAL EFFORT:

Incumbent exerts sustained physical effort, including bending, crouching/kneeling, reaching, handling/grasping/fingering objects, standing/walking for long periods, pushing/pulling/lifting/carrying objects weighing up to 50 pounds. Intense physical strain is not associated with normal operations.

V. WORKING CONDITIONS:

Incumbent performs duties outdoors and in County buildings, involving exposure to potentially hazardous cleaning chemicals, for which safety/health precautions must be followed at all times to avoid injury to self and others. Incumbent is exposed to extreme temperatures, inclement weather, and periodically works on ladders.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Assistant Custodian for the Courthouse describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name