

Department Head Approval

Sean Hinkle

Date

8/28/18

Commissioner Approval

Keith Goodwin

Date

8/28/18

Jim Sader

**OTERO COUNTY
POSITION DESCRIPTION**

Custodian
(116A – 122B)

DESCRIPTION OF WORK

General Statement of Duties:

Performs a variety of skilled and unskilled tasks in the custodian care and maintenance of the Otero County property grounds and buildings.

SUPERVISION RECEIVED

Works under the day to day supervision of the Maintenance Supervisor. In the absence of the Maintenance Supervisor, works under the direction of the County Administrator.

SUPERVISION EXERCISED

None generally. May supervise useful public service workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Sweeps, mops, strips, waxes, polishes, and buffs halls and office floors, etc.
2. Cleans and sanitizes restrooms and replenishes supplies cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
3. Dumps ash cans and garbage and relines cans with liners.
4. Changes light bulbs and fluorescent tubes.
5. Washes windows, walls, metal and woodwork.
6. Maintains lawns, trees and shrubs around buildings and grounds.
7. Maintains clear, dry walkways and sidewalks during winter, and free of debris the rest of the year.

8. Picks up litter from around buildings and grounds.
9. Performs minor semi-skilled interior building maintenance and repairs such as floor covering, plumbing, mechanical, and other unskilled and semi-skilled trades work.
10. Opens and closes, locks and unlocks facilities as needed.
11. Maintains security of keys and confidentiality of contents of the Courthouse.
12. Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
13. Operates a County vehicle to run errands.
14. May require early morning, evening, weekend and holiday work.
15. Performs any and all other duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from a high school or GED equivalent and
2. one (1) year of related experience, or
3. any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

1. Working knowledge of equipment, materials and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions, including Material Safety Data Sheets (MSDS).
2. Skill in operation of listed tools and equipment.
3. Work independently and to complete daily activities according to work schedule; ability to perform manual labor, lift heavy objects, walk and stand for long periods of time
4. Use equipment and tools properly and safely; ability to understand and follow written and oral instructions;
5. Establish effective working relationships with employees and other departments
6. Work under varying weather conditions
7. Excellent communication and interpersonal skills
8. Demonstrated ability to prioritize assignments and perform multiple tasks simultaneously
9. Excellent customer service skills; effectively work with the public.
10. Proven ability to work effectively individually and with a team.
11. Bilingual is highly preferred.

SPECIAL REQUIREMENTS

Valid Colorado State Driver's license.

TOOLS AND EQUIPMENT USED

Floor buffers, mops, broom, dusting equipment, riding lawn mower, hedge trimmers, chain saw, string trimmer, snow blower, and hand and power tools.

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.

This position requires strenuous manual labor to include lifting up to 100 lbs. moving furniture, sweeping and mopping floors, mowing lawns, shoveling snow, kneeling, stooping, crouching, crawling, reaching, and climbing or balancing.

Requires dexterous use of both hands. Requires corrected vision and hearing. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Must be able to work outdoors in wet, cold, hot and humid weather conditions.

POLICY REQUIREMENTS

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Employment is contingent upon the applicant passing a pre-employment medical physical and mandatory drug test.

Verification of any combination of driving record, criminal history and/or workers' compensation history.

No medical inquiries will be made or workers' compensation information gathered until after a conditional job offer has been given to the applicant.

AFFIDAVIT

I certify that I understand the description of this job, the physical demands, and policy requirements, as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

Signature _____

Date _____

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.