



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Custodian	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Facilities	<b>GRADE:</b>	A1
<b>REPORTS TO:</b>	Custodial Supervisor	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Responsible for performing custodial and cleaning duties in County buildings, facilities and adjacent grounds to ensure efficient and safe operations.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Mops, vacuums, sweeps floors and cleans carpeted areas.
- Strips, seals and buffs floors.
- Polishes and dusts furniture, woodwork, counters, window sills, window blinds, metalwork and cleans lighting fixtures.
- Empties, cleans and lines waste receptacles and ash trays; disposes of trash.
- Washes doors windows, walls, ceilings, windows, blinds and furniture.
- Cleans and disinfects restrooms, break rooms, restocks supplies as necessary.
- Responds to bodily fluid clean up.
- Reports the need for maintenance or repair of facilities; corrects or reports safety hazards to the appropriate supervisor; observes safe working practices, secures workspaces from safety hazards as necessary.
- Maintains equipment, materials and supplies in proper condition.
- May set up meeting rooms and rearrange furniture.
- May drive a County vehicle to specified work sites.
- Responds to questions and complaints from the customers; carries out assignments in a non-disruptive manner.
- Maintains records of work performed and materials used.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions, direction or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### **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.*

### **Education and Experience:**

High School diploma/GED; AND one (1) years of general cleaning experience; OR an equivalent combination of education, training and experience.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## CUSTODIAN

### Required Knowledge and Skills

Knowledge of:

- Proper cleaning methods and procedures.
- Safe usage of cleaning materials, disinfectants and custodial tools and equipment.
- Minor maintenance of hand and power tools; equipment used in custodial work.
- Safety practices related to the work.
- Basic record keeping practices; basic shop mathematics
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Safely using hand tools and power equipment related to the work.
- Understanding and following written and oral instructions.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Driver's License.
- OSHA 10 certification within six (6) months of date of employment.

### PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical office setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 70 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to frequent travel, extreme weather conditions, noise, electrical shocks, hazardous chemicals, electrical currents, gases, dust and noxious odors.