

CUSTODIAN COLUMBIA COUNTY

DEPARTMENT: FACILITIES MANAGEMENT DEPARTMENT

POSITION DESCRIPTION

I. Position Summary

This position is in the Columbia County Facilities Management Department in the custodial classification under the supervision of Facilities Management Director. The employee in this position performs building cleaning and light maintenance work. The majority of these position will be considered second shift 3:30pm – 12:00am.

II. Essential Duties and Responsibilities

1. Empty wastebaskets and outdoor ashtrays
2. Vacuum or carpet extract rugs, runners and carpets
3. Dust office areas and overall dusting of tabletops, fixtures, halls, staircases, etc.
4. Maintain care and use of supplies, equipment, etc. and assure equipment is cleaned and properly stored
5. Dust mop, wet mop and scrub halls, alcoves and staircases
6. Strip and refinish floors according to prescribed routines
7. Scrubbing floors with a variety of scrubbers, and polish floors with a burnisher, cleans windows, fixtures and drinking fountains
8. Cleans fixtures in rest rooms, breakrooms and mop and scrub floors in those areas
9. Cleans and fill dispensers
10. Clean counter tops and meeting room tables with appropriate cleaners
11. Assists with moving furniture, filing cabinets, etc.
12. Shovels snow, mows lawns and assist in general maintenance and repairs such as painting, lighting, filters, belts, and etc.
13. Document daily duties, weekly, monthly, bi-monthly, bi-yearly and yearly work sheets assigned to the specific areas. Documentation signed and turned in weekly
14. Organize janitor closet chemicals, paper products, and equipment
15. Refill, restock all fixtures, closets and storage areas

III. Materials and Equipment Used

1. Vacuum cleaners/Carpet Extractors
2. Scrubbers/Burnishers
3. Cleaning supplies
4. Snow and lawn equipment and tools
5. General maintenance tools and equipment

IV. Knowledge, Skills, Licensure and Experience Required

1. Education requirements
 - High School diploma or its equivalent
 - Minimum of one (1) year work experience in housekeeping, grounds keeping, or maintenance desirable
2. Ability to understand and effectively carry out written or verbal instructions
3. Ability to learn assigned tasks readily
4. Knowledge of the materials, equipment and methods used in general cleaning and maintenance work
5. Ability to work well with others
6. Basic knowledge of Microsoft Outlook
7. Basic knowledge of electronic work order systems
8. Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in every day routine and non-routine situations
9. Knowledge of safe work practices
10. Valid Wisconsin Drivers License
11. Expected to maintain automobile liability insurance

V. Physical Requirements

1. Ability to lift/carry 50 pounds and push/pull objects at least 125 pounds
2. Good manual dexterity of hands and fingers
3. Frequent bending, lifting, twisting, squatting, walking, standing and stretching
4. Ability to communicate orally in a clear manner
5. Visual acuity
6. Able to hear normal conversation
7. Ability to work from ladders, scaffolding and powered lifts

VI. Special Requirement

Must be accessible by telephone at all times for emergency situations.

Background and reference checks will be conducted for final selection of candidates. Upon employment finger printing will be required.

VII. Other Information

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct and control the work of employees under supervision. The county retains and reserves any and all right to change, modify, amend, add to or delete from any section of this document as it deems in its judgement to be proper.