

CUSTODIAN
GRADE: 56
SALARY RANGE: \$20,766-\$32,187

General Statement of Duties

Performs manual work in the care and cleaning of County buildings.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Distinguishing Features of the Class

Employees in this class perform general custodial and maintenance work in the County's buildings. Employees may work in the courthouse or other assigned buildings. Employees work assigned floors or buildings, usually independently, with the supervisor available occasionally for questions or through checks of the buildings during regular visits or inspections. Work involves contact with the public using the courthouse and County facilities and requires tact, courtesy and some knowledge of the building's offices to respond to requests or provide directions. Employees are subject to hazards in property maintenance work including working in both inside and outside environments and exposure to dusts, fumes and chemicals in cleaning solutions. Work frequently requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment, and wearing a self-contained breathing apparatus. Work is performed under the regular supervision of the Facilities Maintenance Director and is evaluated through observation and inspection to determine the thoroughness in carrying out assigned duties.

Duties and Responsibilities

Essential Duties and Tasks

- Cleans walls, windows, and blinds.
- Cleans and sanitizes restrooms; sweeps and mops floors; refills toilet paper, paper towels and soap dispensers; notifies supervisor of any maintenance and/or repair issues.
- Sweeps and mops hallways and staircases; places safety signs if floors are wet.
- Vacuums offices and public areas on regular basis; dusts furniture such as tables, desks, bookcases, filing cabinets, etc. in assigned areas or buildings.
- Empties trash containers and replaces liners as need dictates, straightens public areas; carries trash outside to the dumpster or collection area.
- Cleans glass doors and mirrors.
- Sets up tables and chairs for meetings; prepares coffee and cleans up after meetings. Uses tools and equipment such as vacuum cleaners, brooms, mops, and wringers.
- Greets visitors to building; provides directions to offices and answers questions or directs to appropriate personnel.
- Picks up mail from offices and delivers to post office.

Additional Job Duties

Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledges Skills and Abilities

- Some knowledge of cleaning methods, materials, and equipment including the safe use of cleaning chemicals used on the job.
- Some knowledge of routine maintenance requirements of buildings, and equipment used. Some knowledge in the use of standard office equipment.
- Ability to identify cleaning needs and resolve with appropriate methods and supplies.
- Ability to perform manual labor requiring continuous physical effort.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public when required and to work effectively as a team member.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, tasting, smelling, seeing, talking, hearing and repetitive motions.
- Must be able to perform light work exerting up to 25 pounds of force occasionally, and up to 10 pounds of force frequently to move objects.
- Work requires visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Desirable Education and Experience

Graduation from high school and minimal experience in custodial work, or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

CLOSING DATE: OPEN UNTIL FILLED