

CUSTODIAN

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Varies

REPORTS TO: Varies

CLASS SUMMARY

Cleans and maintains County-owned buildings.

DISTINGUISHING CHARACTERISTICS

The Custodian is the first level of a four-level custodial series. The Custodian is distinguished from the Custodial Crew Leader who is responsible for supervising a crew.

TYPICAL CLASS ESSENTIAL DUTIES

- Cleans restrooms in various County buildings to include sanitizing and disinfecting walls, doors, toilets, sinks, floors and mirrors and replenishing supplies such as toilet tissue, paper towels and soap.
- Cleans a variety of surfaces in elevators, kitchens, break rooms, offices and hallways to include doors, windows, sills, and other surfaces.
- Cleans stairwells and floors in the entryways, hallways, offices and outside walkways to include sweeping, vacuuming, dusting, mopping, buffing, shampooing, spot cleaning, stripping and finishing hard wood floors, waxing, routing, and extracting.
- Cleans furniture and office equipment to include dusting computers, fire sprinklers, desks and cubicles and disinfecting telephones.
- Ensures the building security by checking alarms and locks.
- Disposes of trash to include emptying and cleaning trash cans and cigarette urns and taking trash to the dumpsters.
- Monitors and reports equipment breakdowns.
- Performs inventory checks, stocks supplies, and delivers supplies.
- Sets up chairs and tables for meetings.
- Reports needed maintenance and repair work and may perform minor maintenance and repair work, such as changing light bulbs, unstopping toilets and drains, hanging pictures and touch-up painting.
- May operate and maintain van to include driving van; monitoring fluid levels and lights; cleaning the interior and exterior of van; and filling van with gas.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply

KNOWLEDGE AND SKILLS

Knowledge of:

- Cleaning methods and techniques;
- Industrial cleaners.

Skill in:

- Operating various cleaning equipment;
- Cleaning and sanitizing surfaces;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

CUSTODIAN

TRAINING AND EXPERIENCE

Completion of coursework up through the 8th grade and one year of experience related to performing custodial services; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- May require a NC Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

May be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals and travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E9/99; R8/02; R10/02