

CHEYENNE COUNTY

POSITION TITLE: Custodian
DATE: December 29, 2014
RESPONSIBLE TO: County Administrator and Board of County Commissioners

SUMMARY OF POSITION:

Maintain proper standards of cleanliness and upkeep of the courthouse, health and human service building, community building, sheriff's office, fairground's park restrooms and Wild Horse community building. Operate with considerable independence requiring sound judgment and initiative. Position is subject to involuntary overtime and/or compensation time in addition to the normal 40-hour work week for emergency situations. The duties listed below are representative of this position, but do not necessarily include all duties that an individual in this position may be properly called upon to perform.

ESSENTIAL FUNCTIONS:

- Subject to the policy determination of the Board of County Commissioners.
- Perform general custodial work such as empty trash receptacles, sweep, vacuum, dust, mop and clean restrooms.
- Perform deep cleaning as scheduled or needed such as carpet shampoo or spot cleaning, clean light fixtures, wash windows, clean trash receptacles, clean community building kitchen or other non-routine cleaning.
- Perform special projects as needed.
- Respond to special needs that occur as a result of accidents or special circumstances.
- Maintain adequate supplies and equipment.
- In absence, will ensure a smooth flow of daily activities.
- Inform administrator of special projects and/or large purchases beyond the scope of position.
- Provide general instructions and directions to temporary or seasonal workers.
- Drive vehicle to perform one or more essential functions.
- Work with extension office staff to inspect community building items such as tables and chairs as necessary.
- Clean fairground's restrooms during months when they are open. Fairground's groundskeeper will notify when restrooms are open.
- Clean Wild Horse Community Building one time each month.

OTHER RESPONSIBILITIES:

Perform other job-related duties as required.

QUALIFICATIONS, EDUCATION, TRAINING AND EXPERIENCE LEVEL:

High school diploma or GED, two years of related experience preferred; or a combination of education, training and experience which provides the knowledge, skills and abilities to perform the functions required for the job.

LICENSES AND CERTIFICATIONS:

Valid Driver's License required.

TECHNICAL SKILLS:

- Availability for emergency call-in.
- Willing and able to follow directions and adhere to policy.
- Ability to work independently and efficiently.
- Knowledge of methods, materials, chemicals, tools and equipment used.

- Knowledge of safe work practices and hazards.
- Professionalism and confidentiality of information observed in the course of performing job duties.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals and so forth.
- Good communication skills, both oral and written.
- Ability to multitask and be flexible.
- Ability to follow verbal and written instructions.
- Organized work, setting priorities and follow-up on assignments.

WORKING ENVIRONMENT AND MENTAL/PHYSICAL REQUIREMENTS:

Must be able to frequently stoop, bend, stretch, twist, reach, kneel, squat and balance. Work is performed indoors with exposure to fumes or airborne particles; exposure to cleaning chemicals. The employee's working conditions are typically moderately quiet other than when operating machines. Some work is performed outside where employee is subject to changing weather conditions. The Ability to occasionally lift boxes, trash, equipment, supplies weighing up to 50+ pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts Cheyenne County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.

I, _____ have read the above job description for the Cheyenne County Custodian position. To the best of my knowledge, I am able to perform all duties of the job as described.

Employee

Date

Chairman

Date