

Madison County, Iowa
Position Description – Part-Time Custodian

Position: Part-Time Custodian

Reports to: Head Custodian

Department: Maintenance

Effective Date: Last Revised-August 2017

FLSA: Non-Exempt

General Summary

Under administrative direction of the Head Custodian, performs and maintains cleaning and sanitizing, maintenance, and supplies inventory for county buildings.

I. Essential Functions

A. Cleaning and Sanitizing

1. Cleans and sanitizes restrooms daily
2. Removes waster paper and recycle
3. Cleans, mops, buffs, waxes and vacuums floors
4. Dusts woodwork and surfaces
5. Cleans windows
6. Maintains exterior walkways and steps

B. Maintenance

1. Provides maintenance to lighting fixtures and windows
2. Assists with contracted maintenance on boiler repair, elevator, security systems, and fire alarms and extinguishers

C. Supplies Inventory

1. Tracks and orders maintenance supplies

E. Additional Functions

1. May perform other duties as assigned

II. Education / Experience / Qualifications

- A. High School Diploma or GED. One year of experience preferred.

III. Knowledge / Skills / Abilities

A. Knowledge

1. Electricity, mechanics, carpentry work, maintenance equipment and chemical cleansers

B. Skills

1. Personal
 - a. High level of integrity and confidentiality
 - b. Flexibility to adapt to change
 - c. Willingness to take initiative with little or no supervision
 - d. Attention to detail
2. Organizational
 - a. Accuracy, planning, and time management
 - b. Team work

C. Abilities

1. Effectively communicate verbally and in writing
2. Establish cooperative and professional working relationships with other County employees, public officials, department heads, vendors and the general public

IV. Physical Requirements and Work Environment

- A. Normal maintenance environment includes standing, walking, bending, kneeling, pushing, pulling or lifting; routinely required to lift and move items over 50 pounds. Frequently exposed to fumes or airborne particles, moving mechanical parts and vibration and outside weather conditions. Moves furniture and file cabinets and carries supplies.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature

Date

Employee Name (Print)

Department

Department Head or Elected Official

Date

Human Resources

Date