

CHICKASAW COUNTY JOB DESCRIPTION

Name: _____ **Department:** Maintenance/Custodial
Title: Part-time scheduled Custodian **FLSA:** Non-Exempt
(20 hours per week)
Date: _____ **Reports To:** Lead Custodian

Wage According to Experience ??????

PURPOSE OF POSITION

Functions as part-time scheduled custodian for the department. Maintains all the County buildings, grounds and premises according to desired standards regarding general appearance, cleanliness and operational efficiency; performs basic trades work in such projects as general painting and carpentry, plumbing and electrical work; operates and maintains boiler system used in county buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Tends boiler, furnace and related equipment used to heat and cool the building; regulates flow of fuel and performs operating tests as recommended; follows a program of preventative maintenance by observing water condition, adding chemicals and making minor system repairs.

Maintains building, performing standard painting, plumbing, electrical work and related maintenance activities using hand and power tools; replaces filters, light bulbs, ballasts, switches, toilet handles, valves and gaskets, traps, pipes etc.

Responds to inquiries or complaints from County Officials and the public relating to services provided; investigates actual or potentially dangerous conditions and takes action to correct those within his capacity.

Keeps premises of courthouse in clean and orderly condition by sweeping, mopping, scrubbing, vacuuming and waxing floors, hallways, stairs and office space, dusting fixtures, shampooing rugs and carpets; removing trash and related debris.

Mows lawn, trims shrubbery using hand and power tools; removes snow from sidewalks, parking lots and related premises using hand and power tools.

Moves and assembles furniture, election machines, file cabinets and desks; stores maintenance and cleaning supplies; paper products, license plates, unused and obsolete items and fixtures.

Performs routine maintenance/operational tasks.

Runs errands, sets up meeting rooms for scheduled events.

Opens and closes buildings in the evening as desired for meetings.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Job related experience in the building maintenance trades including boiler operation is required. Valid State of Iowa motor vehicle operator's license.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Work involves frequent activity walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), lifting and moving heavy objects such as desks, files, containers weighing up to 75 lbs. boxes, cleaning equipment, supplies and materials using fingers, hands, feet, legs and torso in providing various custodial, climb ladders, and maintenance services.

Cognitive Demands

Requires the capacity to set up, adjust and operate basic machines and equipment to perform work functions; move, guide or place objects or materials where basic standards are involved, starting, controlling, adjusting and stopping machines or equipment; moving or carrying objects or materials with little need for judgment (mowing, mopping, sweeping and dusting). Requires eye/hand/foot coordination, finger and hand dexterity to respond to visual stimuli, follow oral, or written instructions.

Language Ability and Interpersonal Communication

Requires the capacity to follow one or two step instructions. Read and write the English language at the elementary level. Respond to the needs or requests of others where a standardized or obvious course of action should be taken.