

MEDINA COUNTY COMMISSIONERS
Job Description
CUSTODIAL WORKER
MAINTENANCE – BARGAINING UNIT



SUMMARY

Performs a variety of tasks related to routine building cleaning such as cleaning offices, windows, entrance ways, hallways, & exterior areas. Empties waste receptacles. Dusts furniture & woodwork; washes windows, walls, & blinds; Moves & arranges furniture & equipment. Makes minor maintenance repairs. Reports major problems or breakdowns to Supervisor.

PRINCIPLE DUTIES & RESPONSIBILITIES:

- I. Cleans offices, docks, windows, entrance ways, hallways, & exterior areas. Sweeps, mops, waxes, buffs & scrubs floors; Vacuums & cleans carpets; cleans restrooms; empty & clean waste receptacles. Dusts, waxes, washes, polish furniture & woodwork; washes windows, walls, & blinds; polishes metal work. Cleans & dusts books & shelves; moves & arranges furniture & equipment. Replaces light bulbs as needed. Reports major problems or breakdowns to Supervisor.
- II. Disposes of trash. Furnishes building with supplies. Handles emergency cleanup situations. Performs minor building maintenance. Operates a variety of electrical cleaning equipment; maintains custodial equipment & supplies. Unloads, moves supplies or items to/from proper or designated locations. Assists in securing buildings & assuring that windows & doors are properly secured & lights are turned on or off as required. Removes snow as required.
- III. Builds & maintains positive working relationships with co-workers, other County employees & the public using principles of good customer services. Attends training seminars or in-services as required
- IV. Perform related duties as assigned.

Class Title / Position Number of Position(s) Supervised: None

Department Director: _____ Date: _____
Human Resources: _____ Date: _____
Appointing Authority: _____ Date: _____

Class #: 42111C Class Title: Custodial Worker Position Control #: 10250.0 Unit: Maintenance Dept. Normal Working Hrs: Fr 7:00 am to 3:30 pm
County of Employment: Medina Working Title: Custodial Worker Pos # & Title of Supervisor: 10491.0 Superintendent 2

	KNOWLEDGE ▲ SKILLS ▲ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Cleaning materials & disinfectants; (2) Equipment & tools used in custodial work; (3) Principles & practices of work safety; (4) Principles & practices of designated building assignment; 	<ul style="list-style-type: none"> Routine building cleaning; Clean offices, docks, windows, entrance ways, hallways, & exterior areas; Sweep, mop, wax, buff & scrub floors; Clean carpets; Clean restrooms; Clean waste receptacles; Empty & clean waste receptacles; Wash & polish furniture & woodwork; Wash windows, walls, & blinds; Clean & dust books & shelves;
Skills:	<ul style="list-style-type: none"> (5) Interpret work assignments; (6) Explain job to others; (7) Analyze situations quickly & objectively & determine proper course of action; (8) Learns how to use a variety of equipment, materials & tools; (9) Work with various cultural & ethnic groups in a tactful & effective manner; (10) Communicate clearly & concisely, both orally & in writing; 	<ul style="list-style-type: none"> Operate a variety of electrical cleaning equipment; Make minor maintenance repairs; Build & maintain positive working relationships with co-workers
Ability:	<ul style="list-style-type: none"> (11) Clean & care for assigned areas & equipment; (12) Identify safety hazards; (13) Speak/read/write English to understand & follow written & oral instructions; (14) Communicate clearly & concisely, both orally & in writing; (15) Push, pull; (16) Perform assigned duties; (17) Talk, hear, stand, sit, walk, use hands to finger, handle & feel objects & tools; reach with hands & arms; (18) Identify & locate supplies & equipment; (19) Interpret work assignments; (20) Work assigned shifts; (21) Act quickly & calmly in emergency situations; (22) Establish & maintain effective working relationships with those contacted in the course of work; (23) Complete routine forms; (24) Record, convey & present information; (25) Function independently; (26) Exercise care in the use of chemicals & cleaning materials; (27) Operate various equipment such as vacuum cleaner, carpet extractor, floor scrubber, etc; (28) Travel to other County buildings; (29) Perform heavy & continuous physical labor; 	<ul style="list-style-type: none"> Maintain custodial equipment & supplies; Clean offices, docks, windows, entrance ways, hallways, & exterior areas; Wash windows, walls, & blinds; Prepare reports; Sweep, mop, wax, & buff floors; Dust, wash, & clean furniture/windows; Plow/blow/shovel snow; Replace light bulbs as needed; Report major problems or breakdowns to Supervisor; Move & arrange furniture & equipment; Vacuum & clean carpets; Empty & clean waste receptacles; Unload, move supplies;

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIRMENTS

- 1) High School Diploma or equivalent.
- 2) 6-12 months working experience in custodial environment preferred.
- 3) Possess valid Ohio driver's license with good driving record.

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Requires a considerable amount of physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stooping and climbing.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to transport themselves to and from various locations throughout County.
- Tolerate contact with or exposure to dirt, dust, cleaning chemicals, vibrations, dampness, wetness and inclement weather conditions.
- Ability to frequently push, pull, lift and/or carry equipment, supplies and other materials weighing up to 25 lbs., and to occasionally push, pull, lift and/or carry equipment, supplies and other materials weighing up to 100 lbs..
- Possess the hand-eye coordination and manual dexterity to use hands and arms to reach, finger, handle, grasp and feel; climb in and out of vehicles; and operate vehicles and equipment used to perform the essential functions of the job.

MAJOR WORKER CHARACTERISTICS

- Safety practices pertaining to operation of equipment;
- Ability to carry out basic written or oral instructions;
- Ability to lift 10 to 100 pounds;
- Willingness to travel to other County buildings;
- Ability to operate various equipment;
- Ability to exercise care in the use of chemicals and cleaning materials;
- Ability to speak and understand English in a manner to carry out essential job duties;
- Possess ability to function independently;
- Flexibility and ability to work effectively with co-workers and others;
- Ability to perform a variety of custodial work both inside and outside;
- Demonstrate above average strength and endurance and coordinated use of all appendages;