

**CLASS TITLE: Building Custodian**

**DEFINITION:**

This is manual work consisting of cleaning and the performance of limited maintenance in and around county buildings. An employee in this class with general supervision from the Housekeeping Supervisor and the Director of the Maintenance Department has their work inspected periodically and un-announced to ensure compliance with County Standards. Employee must be self-motivated and be able to work without direct supervision. Employee will be assigned to more than one County building.

**EXAMPLES OF WORK:**

- Sweeps, vacuums, mops, strip, wax and polish tile and ceramic floors.
- Collects and disposes of trash, empties and cleans waste cans.
- Maintains restrooms.
- Washes windows, dusts walls, molding, chairs, desks, tables and filing cabinets.
- Cleans light fixtures, changes light bulbs and tubes when necessary.
- Cleans and washes venetian blinds.
- When needed, may cut grass, trim shrubbery, shovel snow from sidewalks and steps, and perform other emergency clean up that may be required.
- Perform other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to read, interpret and communicate in English.
- Ability to interpret cleaning supply labels and material safety data sheets.
- Ability to write simple messages.
- Ability to carry out oral and written instructions.
- Ability to operate a vacuum cleaner, floor buffer and various hand tools.
- Ability to lift 50 pounds.
- Ability and willingness to do minor repair work and to climb a 12-foot ladder.
- Willingness to accept responsibility.
- Must be courteous and willing and able to get along with fellow employees of the County and the Public.

**MINIMUM EXPERIENCE AND TRAINING:**

- High school diploma or GED certification.
- Two years of janitorial work experience in a commercial environment to include experience in floor care of hard surface floors (stripping, waxing and buffing).

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**REQUIRED LICENSES AND CERTIFICATES:**

- Class C Drivers License

**ADDITIONAL DESIRABLE QUALIFICATIONS:**

- None

**Grade: 3**

**Word Revision: 10/07/2014**