

Richland County Position Description

Position Title: Courthouse Custodian

Exempt from FLSA

Department: County Maintenance Department

Reports to: Maintenance Manager

Pay Grade: E

Date: 4/17/2018

Hours per Week: 40

PURPOSE OF POSITION

To perform janitorial duties at the Richland County Courthouse and jail building and grounds. To assure a continuously usable, clean, safe building and grounds at all times and under all conditions. To meet all goals and standards of the Maintenance Department.

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.

- Performs cleaning floors, walls, fixtures of the courthouse and jail offices, halls and restrooms using a variety of floor maintenance and other equipment including brooms, mops, brushes, floor polishers, scrubbers, extractors etc.
- Understands and completes maintenance records, forms and MSDS.
- Attend appropriate meetings relating to the department.
- Maintains proper security of the offices and building.
- Keeps track of Courthouse and Jail maintenance supplies.
- Paints rooms, hallways and other areas. Prepares and repairs surfaces for painting.
- Performs ground maintenance including mowing grass, planting and tending flowers, trees and shrubs, remove snow and ice from ramps, steps, sidewalks and parking lot.
- Moves furniture and furnishings as requested.
- Wash and repair windows, screens, gutters and outside of the building.
- Delivers mail to and from the post office.
- Available to raise, lower and maintain the flag and pole.
- May be required to open and close the Courthouse building.
- May be required to provide coffee for County Board, Jury, and Courthouse personnel.
- Aids other maintenance personnel with repairs to building and mechanical equipment.
- Aids the MIS department with installation, maintenance and disposal of computer related equipment.
- Inspects, maintains and replaces all light bulbs inside and outside of building.
- Must be able to clean and operate storm water pump system.
- Collects trash and recyclables and appropriately disposes of same.
- Maintains pest control such as bats, mice, bees, etc.

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MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma and knowledge of building HVAC, plumbing and mechanical systems experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to interpret MSDS and how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize advisory data and information such as, technical operating manuals for heating, plumbing, electrical air conditioning system, blueprints, procedures and guidelines.
- Ability to communicate effectively with courthouse and jail personnel.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as assembling.
- Ability to exert mildly heavy physical effort in moderate to heavy work, including lifting, carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch and crawl. Ability to climb and balance.
- Ability to operate equipment and machinery requiring monitoring multiple conditions and make multiple, complex and rapid adjustments. Ability to repair equipment and machinery using a variety of hand tools.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

Supervisor's Signature

Date

Date