

Richland County

Position Description

Position Title: Custodian

Department: Symons

Reports to: Symons Director

Pay Grade: 9 E

Date: 09/10/2024

Hours per week: 40

Purpose of Position

Performs janitorial, maintenance and housekeeping tasks at the Symons Recreation Complex and Campus Gymnasium providing usable, clean, safe building and grounds.

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 of floors, walls, and fixtures of the Symons Recreation Complex and other buildings using a variety of sanitizing products and equipment including brooms, mops, brushes, vacuums, etc.
- Cleans and maintains restrooms: Cleans and sanitizes toilets, sinks, and urinals; sanitizes door knobs, cleans mirrors, fills dispensers, and empties garbage and recyclables; sweeps and mops floors; and cleans stall and bathroom walls. Cleans and sanitizes weight machines and fitness equipment; cleans and sanitizes sauna and locker rooms.
- Maintains buildings: Cleans glass doors and sanitizes drinking fountains, vending machines, doorknobs, tables, furniture, and light switch plates. Sweeps and mops tile floors, and vacuums and shampoos carpets and rugs.
- Collects and disposes of trash and recyclables.
- Maintains and updates maintenance records, forms and MSDS documents.
- Maintains security of the offices and buildings.
- Maintains inventory of maintenance supplies.
- Remove snow and ice from ramps after hours as needed.
- Washes windows and screens.
- Inspects and replaces light bulbs inside and outside of building.
- Operates and maintains boilers, air compressors, and air conditioners.
- Reports any maintenance needs to the Maintenance Manager.
- In the absence of the Maintenance Manager, performs control of pests such as bats, mice, bees, etc.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.
- Attends trainings and meetings.
- Performs other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma or equivalent and 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 Communications

- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge, and Abilities

- Knowledge of proper and safe maintenance and repair of buildings and equipment.
- Knowledge of occupational hazards and safety precautions applicable to safe operation of equipment and tools used in the course of work.
- Ability to interpret MSDS and to apply policies, procedures, and standards to specific situations.
- Ability to use hand and power tools and perform work requiring lifting, using ladders and scaffolding and to function in adverse weather conditions.
- Ability to read, understand, and interpret a variety of instructions and work specifications furnished in written, oral, diagram, or schedule form.
- Ability to perform standard procedures and tasks using basic analytical ability.

Physical Requirements

- Ability to operate equipment, tools and machinery requiring adjustments.
- Need for finger dexterity, using hearing, near and far vision.
- Ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing, standing, kneeling, walking, crouching, lifting, carrying, pushing, and pulling.
- Ability to sustain prolonged visual concentration.
- Ability to lift up to 50 pounds.

Working Conditions

- Exposure to environmental factors such as odors, toxic agents, bloodborne pathogens, noise, vibrations, wetness, close quarters, disease, or dust, and to work under slightly hazardous and uncomfortable conditions.
- Exposure to working around machinery.
- Ability to work in conditions that may cause some discomfort and present a risk of injury.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion

of the background check. The cost of the background check will be covered by Richland County.

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 encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date