

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Custodian

Department: Health and Human Services

Reports to: Administration & Building
Operations Manager

Pay Grade: E

Date: April 6, 2021

Hours Per Week: 35

PURPOSE OF POSITION

The purpose of this position is to ensure that the Community Services Building property remains clean, sanitized, and properly maintained. This position also advises the Administration & Building Operations Manager regarding building repairs and safety & security issues.

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 or assigned.

- Restroom Cleaning: Sanitize toilets, sinks, and urinals inside and out. Sanitize door knobs. Clean mirrors, fill dispensers, and empty garbage/ recyclables. Sweep and mop tile floors. Spot clean stall walls and bathroom walls.
- Entryway and Tile Hallway Cleaning: Clean glass doors and sanitize drinking fountains. Sanitize vending machines, door knobs, and light switch plates. Sweep and mop tile floors. Vacuum rugs and empty garbage/recyclables.
- Lobby, Family Room & Conference Room Cleaning: Sanitize tables, furniture, door knobs, and light switch plates. Spot clean walls. Vacuum carpeting and empty garbage/recyclables.
- Private Office Hallway and Entryway Cleaning: Clean windows of small interior staff office doors and staff entry/exit doors. Vacuum hallway carpets. Spot clean walls.
- Public Health Clinic: Sanitize sinks and counters with specified sanitizer. Sanitize tables, furniture, door knobs, and light switch plates. Sweep and mop tile floors. Vacuum carpeting and empty garbage/recyclables including bio waste (as needed).
- Break Room: Sanitize tables, sink, counter, door knobs, and outside of appliances. Fill dispensers and empty garbage/recyclables. Sweep and mop tile floors.
- Exterior Building: Clean and maintain the appearance of the exterior landscaping. Prune plants as needed in the spring and fall. Water plants in the summer as needed. Repair or replace landscaping rock and dead plants as needed. Clean and maintain the appearance and safety of the parking lots and sidewalks.
- Garbage Collection: Collect garbage and paper garbage cans from all staff offices and conference rooms and take the materials out to the parking lot dumpster. Garbage cans will be set outside staff offices/cubicles. Recycle items as noted by service provider.
- General Cleaning: Dust vents, ledges, all wood work, and window sills. Clean interior windows and aluminum blinds. Clean interior of Break Room refrigerators and microwaves (as needed). Carpet clean floors.

- **General Building Maintenance:** Replace light bulbs, furnace filters, and ceiling tiles. Perform light carpentry, painting, and mechanical repairs. Contact outside vendors for assistance with larger projects. Operate light equipment; such as a lawn mower or snow shovel. Move or repair furniture and furnishings. Adjust thermostat temperature controls. Assist with pest control. Maintain record of equipment inspections and testing of emergency systems. Maintain Material Safety Data Sheet (MSDS) records.
- Restock supplies in the janitor closet, sprinkler room, break room, and front desk. Restock copier paper in various office areas. Courier for items between county buildings.
- Create list to order additional supplies. Pick-up supplies at local businesses.
- As needed, assist with opening/closing the building and perform afterhours or weekend work when necessary; such as carpet cleaning or painting.
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- 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.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma or equivalent, vocational/technical training, or any combination and experience that provide knowledge, skills and abilities.
- Three years of previous maintenance and/or cleaning experience preferred.
- Knowledge of maintenance/cleaning equipment and potentially hazardous chemicals.
- Ability to exert resilient effort in physically demanding work; including stooping and kneeling. Ability to comfortably lift and carry up to 50 lbs.
- Working knowledge of computers, computer programs, typing, and data entry.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Current WI driver's license and unlimited access to reliable transportation.

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 systems, blueprints, procedures and guidelines.
- Ability to communicate effectively with supervisor, outside vendors and staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.

Judgment and Situational Reasoning

- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

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, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under moderately safe and occasionally unsafe office environment.

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.

Employee's Signature

Supervisor's Signature

Date

Date