

## Jefferson County Position Description

**Name:** Department: Central Services  
**Position Title:** Custodian **Pay Grade:** 1 **FLSA:** Non-exempt  
**Date:** 2/2022 **Reports To:** Building and Maintenance Supervisor

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### Purpose of Position

Performs custodial duties of cleaning and maintaining Courthouse and Sheriff facilities. Assures that meeting and facility spaces are appropriately stocked and ready for users.

### 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 general cleaning and janitorial duties in the common and secure areas of the building, including but not limited to restrooms, breakrooms, hallways, and offices.
- Collects trash and recyclables.
- Sweeps, mops, scrubs, strips and buffs, and vacuums floors.
- Washes walls and windows, dusts woodwork, desks, and equipment, and performs general cleaning.
- Performs limited grounds maintenance, such as cleaning snow from doorways and sidewalks.
- Maintains a neat and orderly janitors' room; ensures cleaning and maintenance supplies are stocked.
- Washes walls and windows, dusts woodwork, desks, and equipment, and performs general cleaning.
- Follows procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures or to self. Mixes water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Monitors building premises for safety, and to ensure occupant or visitor safety.
- Complies with County HIPAA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Performs other related duties as assigned.
- Demonstrates dependable attendance.

### Additional Tasks and Responsibilities

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Assists in cleaning and janitorial duties throughout other County facilities, such as Human Services, Parks, and Fair Park.
- Supports various departments and activities which may only happen once a year such as the County Fair.
- Assists in moving furniture and setting up meeting rooms according to specifications.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent required with three months related experience and/or training; or equivalent combination of education and experience.

**Preferred Training and Experience Required to Perform Essential Job Functions**

Six months related experience and/or training; or equivalent combination of education and experience.

**Other Requirements – Certificates/Licensures**

The successful candidate will be required to submit fingerprints as part of an FBI criminal background check and to complete Security Awareness Training.

**Knowledge, Skills, Abilities**

- Thorough understanding of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to keep the buildings clean and orderly.
- Ability to interact with staff and visitors while remaining professional, polite, and courteous.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to effectively present information to customers, or supervisor, and other employees of the organization.
- Ability to maintain confidential information.
- Ability to perform these operations using units of weight measurement, volume, and distance.
- Ability to comprehend simple instructions, short correspondence, and memos.
- Ability to reliably and predictably carry out one's duties.
- Ability to write simple correspondence.
- Knowledge of modern cleaning equipment such as buffers.
- Skill in prioritizing assignments and working independently.

**Supervision**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 20 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic

chemicals and outside weather conditions. The employee may also be exposed to vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually moderate to loud depending on activities. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays. Uses personal protective gear and equipment to perform duties. Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, 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. I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

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Supervisor

Date

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Human Resources

Date

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