
Facilities Custodian

JOB PURPOSE:

Performs intermediate semiskilled and skilled work in a variety of facility custodial maintenance assignments. Does related work as required. Work is performed under the general supervision of the Facilities Manager.

ESSENTIAL FUNCTIONS/TASKS PERFORMED:

Performing general custodial duties and other miscellaneous tasks in order to ensure that municipal Buildings and facilities are maintained in a healthy, safe and sanitary manner; performs minor repair tasks at county facilities.

- Keeps the county buildings, both interior and exterior, in clean and orderly condition.
- Wash windows, doors, and mirrors.
- Performs the general maintenance of building and grounds to include, but not limited to, vacuuming, mopping, dusting, trash and recycling removal, cleaning restrooms, shower rooms, water fountains and other seasonal duties as needed such as mowing, weed eating, weeding, mulching, raking snow removal, and trimming of shrubbery;
- Assist with functions held at the county buildings by setting up and cleaning up of tables, chairs and other needed furniture or equipment;
- Notifies county officials concerning need for major repairs or concerns to lighting, heating, and ventilating equipment;
- Performs special requests, such as, furniture installation and moving furniture and files;
- Picks up and delivers furniture and supplies;
- Must be able to use ladders in work assignment.
- Lock and unlock assigned buildings; secure buildings when not in use, checking for unlocked doors and windows, turn off lights
- Follow instructions regarding the use of chemicals and supplies.
- Maintains inventory of supplies.
- Check parking lot daily for trash.
- Maintain storage areas and supplies in a safe and orderly manner to ensure the safety of the staff and public.
- Performs routine maintenance of housekeeping equipment.
- Performs related tasks as required.

EMPLOYMENT STANDARDS:

EDUCATION, EXPERIENCE AND TRAINING:

Any combination of education and experience equivalent to graduation from high school, and three months experience in custodial responsibilities or related field, or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of cleaning, minor maintenance, and manual tasks of the area assigned; general knowledge of the use of common hand and power tools required in the assigned functions of this job; general knowledge of the safe use and operation of cleaning equipment required in the work; skill in the use of equipment to which assigned; ability to perform manual labor and lift heavy objects; ability to read and comprehend simple instructions, short correspondence, and memos; ability to work with little or no supervision; ability to follow instructions; ability to establish and maintain effective working relationships with associates, be a team player and the general public.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Successful screening of drug testing upon hire and subject to random testing after employment.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform The functions of this job. This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, standing, balancing, stooping, crouching, kneeling, crawling, bending, reaching, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes. Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.