

Facilities Custodian
Position Description

Department: General Properties
Pay Grade: 108
FLSA Status: Non-Exempt

JOB SUMMARY

The Custodian 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 JOB FUNCTIONS

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. The County provides reasonable accommodations to enable individuals with disabilities to perform the primary functions herein described.

- Keeps the county buildings, both interior and exterior, in clean and orderly condition.
- Washes 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;
- Assists 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;
- Locks and unlocks assigned buildings; secure buildings when not in use, checking for unlocked doors and windows, turn off lights
- Follows instructions regarding the use of chemicals and supplies.
- Maintains inventory of supplies.
- Checks parking lot daily for trash.
- Maintains 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.

ADDITIONAL DUTIES

Every duty associated with this position may not be described herein and employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were included in this job description.

- Performs additional duties to support operational requirements as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a high school diploma or equivalent, or equivalent combination of education and experience. Intermediate experience in custodial responsibilities or related field preferred.

Licenses or Certifications:

Possession of a valid driver's license valid in the Commonwealth of Virginia.

Special Requirements:

Successful screening of drug testing upon hire and subject to random testing after employment.

Knowledge, Skills, and Abilities:

- Knowledge of cleaning, minor maintenance, and manual tasks of the area assigned.
- Knowledge of best practices regarding maintenance of carpet and flooring.
- Knowledge of the use of common hand and power tools required in the assigned functions of this job.
- Knowledge of the safe use and operation of cleaning equipment required in the work.
- Skill in the use of equipment to which assigned.
- Skill in communicating effectively both orally and in writing in a highly interactive team-oriented work environment.
- Ability to perform manual labor, including, but not limited to climbing ladders, bending, kneeling, crawling and lifting 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 perform and organize work independently.
- Ability to establish and maintain effective working relationships with associates and the general public.

PHYSICAL DEMANDS

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.

WORK ENVIRONMENT

Every duty associated with this position may not be described herein and employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were included in this job description.

The worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils.

Shenandoah County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Shenandoah County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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