

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: CUSTODIAN

PUBLIC WORKS DIVISION

PUBLIC SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of custodial work in the care and maintenance of County buildings and facilities. Work involves sweeping, mopping and using vacuum cleaners to clean floors; washing walls, woodwork and fixtures; and policing buildings to empty trash receptacles and pick up debris, etc. Reports to the Building Superintendent/Solid Waste Director.

ESSENTIAL JOB FUNCTIONS

Dusts and cleans desks and other furniture.

Sweeps, mops, scrubs and vacuums floor surfaces; schedules floor work to ensure least possible disruption of work routines in buildings and offices.

Cleans and sanitizes restroom facilities and fixtures, and replenishes paper supplies and soap as necessary.

Cleans windows, walls, woodwork, blinds and light fixtures.

Empties trash receptacles and deposits collected refuse in proper receptacles; deposits recyclable material in proper receptacles.

Patrols buildings to inspect for safety or maintenance problems; addresses or reports problems as necessary; unlocks County buildings in the mornings.

Stocks supplies in central supply room as received.

Procures and maintains inventory of janitorial supplies (cleaning supplies and products, paper and soap supplies, trash can liners, etc.)

Polices the buildings and grounds daily looking for any abnormalities, picking up trash, litter or other debris; notifies Maintenance when there is an issue that needs to be addressed with buildings and grounds.

Maintains book of Safety Data Sheets (SDS) for all products used in the performance of duties.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

ADDITIONAL JOB FUNCTIONS

Emergency or accident cleanup on call for spills, messes, broken glass, etc.

May supervise community service workers.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees through personal contact.

MINIMUM TRAINING AND EXPERIENCE

Demonstrated ability to read and write, with graduation from high school preferred, and some experience in custodial work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including vacuum cleaners, brooms, mops, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for light to medium work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read simple correspondence and forms. Requires the ability to prepare time sheets and leave slips using prescribed format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using janitorial equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as switches, levers, handles, hand tools, etc., Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking – expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the standard methods, materials and equipment employed in janitorial work.

General knowledge of the physical layout of County buildings and facilities.

Some knowledge of cleaning procedures and the use of cleaning materials.

Ability to use common cleaning tools and equipment.

Ability to understand and follow oral and written instructions.

Ability to perform medium physical work.

Ability to establish and maintain effective working relationships as necessitated by work assignments.