

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2016-072**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with concurrence of the Resources and Community Support Committee, to approve the following job description within the Buildings and Grounds Department:

1. Custodian/Maintenance Assistant

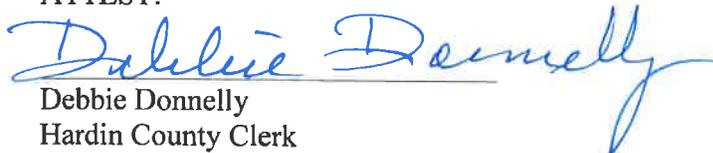
BE IT FURTHER RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, to approve the following change within the Buildings and Grounds Department:

1. The hiring of Kerry Cottrell, part time Custodian, at Grade 3, Step-Entry Level, at \$9.87 hourly, effective 16 May 2016

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 24 May, 2016.


Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Debbie Donnelly
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Custodian/Maintenance Assistant

June 12, 2016

**Buildings and Grounds
Pay Grade 6**

Job Summary

The purpose of the position of the Custodian/Maintenance Assistant is to perform janitorial, custodial, and maintenance duties in the maintenance and cleanliness of County work areas and other duties as required and also to assist Senior Maintenance Technician in performance of maintenance, construction, and demolition duties at any and all County facilities, possibly working in/around inmates on a daily basis. Work is performed under general supervision and specific instructions are given for unusual jobs. The Buildings and Grounds Supervisor or designee will evaluate all assignments during progress and upon completion as necessary.

Major Essential Duties

- Performs preventive maintenance to machinery, equipment and system to ensure proper working order.
- Performs routine carpentry, plumbing, electrical work and HVAC repair as directed by the Senior Maintenance Technician or the Buildings and Grounds Supervisor
- Performs structural repair, alteration, or other improvement work
- Dusts, vacuums, or mops floors
- Washes, wipes, or dusts furniture, windows, and related equipment in work areas
- Cleans and maintains rest room areas
- Maintains janitorial equipment, supplies, and storage areas
- Performs routine maintenance on county buildings, equipment and adjacent areas such as: minor repairs, replacing light bulbs, moving and arranging furniture, mowing, trimming, cleaning walk areas, checking and setting thermostat controls, painting or providing general security

Minor Essential Duties

- Strips, buffs, or waxes floors
- Performs various tasks as required or instructed by the Buildings and Grounds Supervisor or designated representative.

Supervisory Responsibility

None

Relationships

The Custodian/ Maintenance Assistant performs functional duties associated with the Hardin County Government under the supervision of the Buildings and Grounds Supervisor or a designated representative.

Qualifications

Education and/or Experience

- Must be a citizen of Hardin County, Kentucky
- Must be a graduate of an accredited high school or its equivalency
- Experience in performing delegated unsupervised work is preferred
- Experience using power hand tools, used in maintenance and/or construction.

Language Skills

- Ability to communicate effectively in English both orally and in writing
- Ability to read, analyze and interpret policies, procedures, equipment manuals, and safety documents
- Ability to write occasional reports

Mathematical Skills

- Ability to add, subtract, multiple and divide in all units of measure

Reasoning Skills

- Interprets some technical and instructional material
- Solves practical problems
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- Must possess a valid Kentucky driver's license

Other Knowledge and/or Skills

- Operate standard janitorial machines
- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Proper use and care of hand tools.
- Display an understanding of the occupational hazards and proper safety precautions involved in the operation of equipment
- Possess physical strength and agility sufficient to do laboring tasks under varying work conditions.
- Perform duties in locations with instance of dust and dirt.

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Stand or walk

Occasionally (under 1/3 of regular work day)

Use hands to handle papers, tools, etc.

Talk or hear
Lift and/or move up to 50 pounds
Reach with hands and arms

Operate a vehicle
Lift and/or move over 50 pounds

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus within the requirements of a driver's license.

Work Environment

The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually low to moderate.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests

- Must adhere to the applicable provisions of the department rules and regulations, the
- Personnel Policies and Procedures Handbook, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions

Date Approved:

May 24, 2016



Harry L. Berry
Hardin County Judge/Executive