

**Hardin County Fiscal Court
Job Description**

Custodian

March 22, 2011

**Buildings and Grounds
Pay Grade 3**

Job Summary

The purpose of the position of the Custodian is to perform janitorial and custodial duties in the maintenance and cleanliness of County work areas and other duties as required. Work is performed under general supervision and specific instructions are given for unusual jobs. The Buildings and Grounds Supervisor will evaluate all assignments during progress and upon completion as necessary.

Major Essential Duties

- Dust, vacuum, or mop floors
- Wash, wipe, or dust furniture, windows, and related equipment in work areas
- Clean and maintain rest room areas
- Maintain janitorial equipment, supplies, and storage areas
- Perform 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

- Strip, buff, or wax floors
- Perform various tasks as required or instructed by supervisor

Supervisory Responsibility

None

Relationships

The Custodian 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 at least 21 years of age and a citizen of Hardin County, Kentucky
- Must be a graduate of an accredited high school or its equivalency
- Some experience in performing delegated unsupervised work is preferred

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

Talk or hear

Lift and/or move up to 50 pounds

Reach with hands and arms

Occasionally (under 1/3 of regular work day)

Use hands to handle papers, tools, etc.

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 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: *March 22, 2011*



Harry L. Berry
Hardin County Judge/Executive