

Hardin County Government

Job Description

Non-Hazardous

Custodian

Pay Grade 3

STATUS	
Date: September 22, 2020	Department: Buildings and Grounds
FLSA Status: Non-Exempt	Reporting Authority: Senior Maintenance Technician
Supervisory Responsibility: None	

Job Summary

The purpose of this position 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 reporting authority 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

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Some experience in performing delegated unsupervised work is desired, but not required

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 Ability

- 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

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

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: 22 Sept 2020


Harry L. Berry
Hardin County Judge/Executive