

**Job Title:** Custodian

**Reports To:** Part-Time Custodian

**Supervises:** Dependent on Daily Assignment

**Employment Type:** Part-Time

**Salary Range:** Based on Experience, Non-Exempt

**Job Purpose**

Maintains the Courthouse, Law/Emergency Management, Heritage, Community Services buildings, grounds and premises according to desired standards regarding general appearance, cleanliness and operational efficiency; operates and maintains boiler system and peripheral equipment used in heating and cooling building; supervises and performs semi-skilled trades work in such areas as plumbing, electrical repair, painting and carpentry.

**Duties and responsibilities**

Keeps county buildings in clean and orderly condition by sweeping, mopping, scrubbing, vacuuming and waxing floors, hallways, stairs and office space, shampooing rugs and carpets; dusting fixtures, emptying and disposing of trash.

Tends boiler, furnace and related equipment used to heat and cool the building; regulates flow of fuel and performs operating tests as recommended; follows a program of preventative maintenance by observing water condition, adding chemicals and making minor system repairs.

Maintains building, performing standard painting, plumbing, electrical wiring and related maintenance activities using hand and power tools; replaces filters, light bulbs, ballasts, switches, toilet handles, valves and gaskets, traps pipes etc.

Notifies management concerning need for major repairs or additions; makes cost estimates of materials, equipment and labor required to complete project.

Mows lawn, trims shrubbery using hand and power tools; removes snow from sidewalks, parking lots and related premises using hand and power tools.

Responds to inquiries or issues from County Officials and the public relating to services provided; investigates actual or potentially dangerous conditions and takes action to correct those within his capacity.

Moves election machines, furniture, file cabinets and desks; purchases and stores maintenance and cleaning supplies; stores paper products, license plates, unused and obsolete items and fixtures.

Provides supervision and oversight to part-time custodians and community service youth program workers.

Runs general errands for elected officials; set up meeting rooms for scheduled events.

Accompanies fire, elevator and insurance company inspectors on periodic inspections of facilities; notifies Board of major problems needing corrective action.

Opens and closes buildings in the evening as desired for meetings.

Places soft drinks in machines as needed; handles change/credit and related problems; keeps records.

**Qualifications**

At least, three years of experience in the maintenance of commercial or residential buildings and premises which include; operation of boilers and related heating and cooling equipment; and responsibility for general trades repair work. Valid Iowa motor vehicle operator's license.

**Working conditions**

Both inside and outside work depending on the season of year or work priorities. Exposed to noise, dusts, shock from electrical current, burns from chemicals and cleaning agents, strains from improper lifting, loss

**Physical Requirements**

Work involves frequent activity walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), lifting and moving heavy objects such as desks, election machines, container weighing 100 lbs. or more, boxes, cleaning equipment. Supplies, and materials using fingers, hands, feet, legs and torso in providing various custodial and maintenance services. Able to operate motor vehicle, small engine equipment used in mowing lawns, removing snow, cutting branches, tree. Skill in the operation of hand and power tools used in maintenance/repair including saws, drills, grinders, wrenches, chisels, squares and related measuring devices.

\*Chickasaw County is an Equal Opportunity Employer