

**ADAMS COUNTY
SUMMARY JOB DESCRIPTION**

Position: Custodial/Maintenance Tech.
Department: Public Works
Annual Hours Worked: 2080

Position Number: 1117
Salary Range: 8
Public Works Union

1.0 MAJOR FUNCTION AND PURPOSE

- 1.1 The major function of this position is janitorial work, building and grounds maintenance, which assist in the normal operations of County Facilities.
- 1.2 Persons in this position are responsible for the year-round cleaning and general maintenance in, on, and around the courthouse, jail, or other county buildings.

2.0 SUPERVISION RECEIVED

- 2.1 Persons in this position will receive supervision from the Facility Manger and/or the Management staff of the Public Works Department.

3.0 SUPERVISION EXERCISED

- 3.1 Persons in this position do not supervise any employees.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

4.1 Janitorial/Custodial

4.1.1 General assignments include, but are not limited to:

- Dusting and waxing furniture;
- Dusting and waxing woodwork, handrails, windowsills, blinds;
- Emptying and cleaning wastebaskets;
- Cleaning restrooms;
- Wet and dry mopping of floors;
- Striping and waxing floors;
- Vacuuming carpeting and rugs;
- Locks and unlocks buildings;
- Assists Facility Manager in repair and maintenance of County facilities;
- Other duties as assigned.

4.1.2 Daily tasks include, but are not limited to:

- Clean restroom facilities, giving immediate attention to special and emergent problems;
- Floors mopped daily (dry or wet as necessary);
- Carpeting vacuumed and spot cleaned (major traffic areas);
- Dusting of furniture, window sills;
- Waste paper and/or trash containers emptied; recycling of appropriate items is required;
- Clean entrance glass (windows, doors).

4.1.3 Weekly tasks include, but are not limited to:

- Carpeting vacuumed and spot cleaned under furniture;
- Dust blinds and overhead fans;
- Clean private restrooms;
- Buff and clean hallway and non-carpeted floors;
- Clean conference rooms.

- 4.1.4 Monthly tasks include, but are not limited to:
- Clean interior windows;
 - Clean blinds;
 - General cleaning of the basement (floors, dusting, etc.)

4.2 Grounds Keeping and Maintenance

- 4.2.1 General Assignments include, but are not limited to:
- Watering;
 - Maintenance and repair of underground watering system;
 - Weeding of beds, lawn weeds sprayed and controlled;
 - Regular fertilization to maintain the lawn and flower beds;
 - Mowing and edging of lawn;
 - Bug and pest control;
 - Trimming shrubs and trees (removal and planting as necessary);
 - Plant flowers in beds to enhance beautification of yard;
 - Debris removed from entrances including, but not limited to, cigarette receptacles;
 - Cleaning of outside of building (eaves, windows, parking areas, etc.)
 - Maintain flags;
 - Clean walks including snow/ice removal;
 - Steps and entrances cleaned including snow/ice removal.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- 5.1 Knowledge of modern methods and materials of custodial work;
- 5.2 Knowledge of modern methods and materials of grounds keeping and landscaping work;
- 5.3 Ability to operate tools and equipment used in custodial work in a safe and efficient manner;
- 5.4 Ability to operate tools and equipment used to maintain laws and grounds in a safe and efficient manner;
- 5.5 Ability to comprehend and willfully take orders as well as follow directions;
- 5.6 Ability to work independently when given directions;
- 5.7 Ability to establish and maintain effective working relations with elected and appointed officials, county employees and the public.

6.0 MINIMUM QUALIFICATIONS

- 6.1 Must be able to stand, kneel, and bend for extended periods of time;
- 6.2 Good physical condition and manual dexterity;
- 6.3 Must be physically able to climb on ladders up to 14' and lift and/or carry up to 75 pounds;
- 6.4 Must have excellent moral character and be able to get along with a diverse population including county staff and citizens;
- 6.5 Must maintain a neat, clean personal appearance;
- 6.6 High school diploma or equivalent;
- 6.7 Possession of a valid Washington State Drivers License.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- 7.1 Familiarity and/or experience with tools, equipment and techniques commonly used in the performance of related tasks;
- 7.2 Two years or more experience working in a similar position;
- 7.3 Ability to learn techniques involved with the maintenance and care of grounds and building maintenance equipment.

8.0 WORK ENVIRONMENT

8.1 While performing the duties of this job, the employee works in many different environments. Typical work is completed outside an office building while the grounds maintenance takes place outside. Occasionally has to be outside in extreme weather from hot summer temperatures to the cold snowy weather of winter. Work conditions may require responding to situations at night and on holidays.

Note: This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and the requirements of the position change.¹

¹ Adopted by Resolution R-51-06