

Delaware County

POSITION DESCRIPTION

Title: Custodian	Department: Board of County Commissioners
Reports to: Designated Official/Board of County Commissioners	FLSA Status: Non Exempt
Pay: Negotiable	Full Time/Part Time or Full Time
Approval Date: February 25, 2025	Revision Date: N/A

Position Profile

Perform a wide variety of general building cleaning, maintenance repairs and services. Maintain the day-to-day operations and to assume responsibility for maintaining the physical asset of the property under the direction designated official/County Commissioner. Custodian will keep buildings in clean and orderly condition. Will perform heavy cleaning duties, such as sweeping and mopping floors, shampooing rugs, washing walls and glass and removing rubbish. Duties include tending to public restrooms, notifying management of need for repairs and cleaning snow or debris from sidewalk. Duties will also include scheduling duties for general maintenance and cleaning to coordinate with the schedules of the offices/buildings this position is responsible for. The Custodian is responsible for all aspects of maintenance and custodial duties for the Delaware County Court House and/or other Delaware County properties as assigned. The custodian will keep buildings in clean and orderly condition.

The intent of this job description is to provide a representative summary of the primary duties and responsibilities performed by incumbents in this position. The duties and responsibilities described herein are not a comprehensive list and may change with or without notice. Incumbents must be able to perform the essential functions of the position with or without reasonable accommodation.

Duties and Responsibilities

- Responsible for the completion of all maintenance/cleaning service requests as assigned.
- May be required to schedule and complete the preventative maintenance program
- Monitor and maintain all building systems as assigned.
- Responsible for the completion of grounds work which may include picking up trash, sweeping curb and dumpster areas and maintaining landscaping beds and other areas.
- Responsible for alerting designated official of any unusual occurrence and/or damage that have taken place or that may occur.
- Responsible for the completion of all maintenance service requests as assigned.
- These functions may include, but are not limited to: Light bulb changes, caulking, filter changes, painting, and lock repairs, etc.
- Steam clean or shampoo carpets.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Drives motorized vehicle on or off property for County business.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, and parking areas, using snow shovel, and spread snow melting chemicals.
- Spray disinfectant, insecticides, and fumigants to prevent insect and rodent infestation.

- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Service clean and supply restrooms. This includes cleaning toilets, sinks, floors, walls, and operating a plunger.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Required to accurately record and submit timely clock in and clock out, vacation, sick and holiday time.
- Performs other duties as assigned.

Qualifications

Valid drivers' license along with good driving record. Auto insurance may be required. Must have a friendly and positive disposition.

Education and/or Experience

High school diploma or equivalent is preferred. Trade school and/or military training a plus. One to five years of verifiable hands-on general maintenance experience (i.e., janitorial, plumbing, electrical, carpeting, painter, etc.) is preferred with proficiency in at least one major area.

Knowledge, Skills, and Abilities

Ability to:

- Read, write, speak and understand the English language.
- Read Company newsletters, work instructions, and departmental schedules.
- Protect the Company's value by keeping information confidential.
- Perform assigned tasks under frequent supervision.
- Follow written and verbal instructions.
- Establish and maintain positive relationships with managerial staff, co-workers, guests, and the general public. Work well alone or within a team.
- Communicate information and suggestions in oral and written form. Prepare written documents and complete reports as required.
- Exercise reasonable judgment and seek guidance for decisions in a manner consistent with the essential job duties and responsibilities.
- See problems and avoid situations that could be deemed illegal or represent a safety hazard to fellow employees or guests.
- Travel locally or between properties as needed.
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Update job knowledge by participating in educational opportunities assigned by supervisor.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is exposed to fumes or airborne particles. The employee is exposed to outside weather conditions. The noise level in the work environment is moderate to high. The employee is occasionally exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. Work environment involves routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The job may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

Read and Sign:

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

Employee's Name (Printed)

Date

Employee's Name (Signature)

Date