

**SARGENT COUNTY, NORTH DAKOTA
POSITION DESCRIPTION**

Name:		Department: Maintenance
Position Title:	Custodian	FLSA:
Date:	June 2018	Reports To: Board of Commissioners

PURPOSE OF POSITION:

The purpose of this position is to perform a variety of facility and grounds maintenance duties. Maintains the boiler system during winter months.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs a variety of building and grounds maintenance duties to maintain a clean and sanitary environment.

Performs various floor cleaning duties in assigned buildings; sweeps, mops, vacuums, and buffs all surfaces.

Cleans bathrooms to maintain sanitary restroom facilities; replaces dispensed supplies; empties trash receptacles.

Performs minor repairs on office equipment and furniture.

Cleans offices and common areas in buildings; dusts and polishes brass fixtures and woodwork; washes windows and blinds; cleans light fixtures.

Maintains building appearance by performing such duties as painting walls, varnishing woodwork and repairing concrete walls as needed. Repairs dome windows and stained glass sections.

Orders custodial supplies; maintains inventory in proper storage areas; completes appropriate maintenance records.

Performs a variety of landscaping duties; cuts grass; trims weeds and shrubs; digs and plants flower beds; removes debris; removes snow from walkways and parking lots during the winter months.

Sargent County Position Description – Custodian

Maintains and performs routine repairs on the plumbing and electrical systems in the buildings; replaces worn or defective parts.

Performs basic carpentry duties to repair wood parts in buildings.

Performs routine maintenance duties on the HVAC and boiler equipment; orders coal; removing and inserting filters.

Services power equipment by changing oil filters, greasing equipment, and replacing blades.

Maintains and repairs sidewalks, driveways, and parking lots by patching concrete.
Performs routine maintenance on the elevator system.

Operates a variety of custodial and landscaping equipment and machinery including a lawn mower, tiller, snow blower, loader, buffer, vacuum, and stripper; utilizes carpentry, mechanical, electrical, and plumber's tools.

Makes recommendations to Board of Commissioners regarding large maintenance projects, such as new flooring, restroom fixtures, etc.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Requires one year of custodial or maintenance experience with knowledge and certification in boiler operations, electrical system repair, plumbing and carpentry; or an equivalent combination of education and experience.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements:

Must be physically able to operate a variety of machines and equipment including a lawn mower, tiller, snow blower, loader, buffer, vacuum, and stripper; utilizes carpentry, mechanical, electrical, and plumbers tools.

Sargent County Position Description – Custodian

Must be able to move or carry job related objects or materials.

Tasks involve regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

Language Ability:

Requires the ability to read a variety of operation manuals and diagrams.

May require the ability to complete various documents with proper format, punctuation, spelling and grammar, using all parts of speech.

Requires the ability to communicate with and before others using correct English.

Interpersonal Communication:

Requires the ability to communicate with people to convey or exchange information.

Environmental Adaptability:

Requires the ability to interact with people (i.e. staff and the general public) beyond giving and/or receiving instructions.

Tasks involve the regular exposure to heat, cold, toxic agents/chemicals, dusts, disease, machinery, and electrical currents. Allergic reactions, skin burns, electrical shock, and exposure to disease are the most common potential for injury.

Sargent County Position Description – Custodian

Signature

Supervisor's Signature

Date

Date;

Sargent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.