



# JOB DESCRIPTION

<i>Title</i>	<b>Custodian</b>				
<i>Department</i>	Buildings & Grounds				
<i>Job Class</i>	A 7 4			<i>Safety</i>	Yes
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads			<i>FLSA</i>	Non-exempt
<i>Created</i>	May 2014	<i>Revised</i>	Nov 2023	<i>Reviewed</i>	Nov 2023

## **Purpose**

Provide routine and regular cleaning, custodial work, and light maintenance of assigned county buildings.

## **Essential Functions**

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Perform general custodial work. Clean and sanitize restroom facilities and fixtures. Sweep, vacuum, mop, wax, strip, and polish floors and carpets, dust and polish furniture, woodwork, fixtures, and equipment, wash windows, mirrors, and walls, and clean furniture and counter tops. Empty, clean, and sanitize waste and recycle bins.
- Perform custodial and maintenance work in county buildings and grounds.
- Follow security checklist(s) to secure the courthouse and other buildings as assigned. Perform final walk through at end of shift, check main entry and all exterior doors. Turn on lights and open doors at start of day.
- Observe established security provisions and protocols when performing duties in the corrections facility and the courthouse secure areas.
- Maintain discretion and confidentiality at all times when working in courthouse and other areas and county departments where highly confidential information may be discussed or documented.
- Receive work orders for custodial requests from supervisor. Establish priorities and schedule work allowing for unscheduled projects which may occur.
- Clean sidewalks and perform grounds maintenance duties. Mow, plant, prune, and water as assigned.
- Remove snow and ice from sidewalks and stairs and apply ice melt product.
- Make minor non-technical repairs such as replacing light bulbs and performing basic toilet repairs.
- Represent County Buildings and Grounds performing contractor escorts as necessary around various county properties as directed by supervisor.



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- May assist Buildings and Grounds maintenance team in providing extra assistance when needed with various tasks, performing light non-technical maintenance assistance.
  - May provide instruction in work methods and direct the work activities of inmates or community service workers.
  - Order custodial supplies and tools. Deliver to appropriate departments or stations. Deliver copier paper to requested locations. Pick up and load out recycled materials.
  - Maintain accurate logs and written records of work performed.
  - Perform work activities with as little disruption to other departments' operations as possible.
  - Complete errands utilizing county vehicle as directed by supervisor.
  - Complete small painting projects as assigned.
  - Maintain current safety data sheets (SDS).
  - Set up rooms and equipment for classes, conferences, meetings, and other functions in facilities as requested including in the Judge Guy Boyington building. Move and arrange furniture.
  - Follow and observe safe work methods and make appropriate use of related safety equipment as required.
  - Follow department policies and procedures related to assigned duties.
  - Operate a variety of hand and power tools and equipment related to work.
  - Respectfully work with elected judges, court staff, law enforcement officers, district attorney staff and other staff involved in court operations.
  - Maintain tools and equipment in a clean working condition providing for proper security.

## ***Required Qualifications***

- HS/GED plus one year of experience in custodial work or any combination of training and experience which would provide the required knowledge, skills, and abilities.
- Must possess and maintain driving privileges in the State of Oregon.

## ***Desired Qualifications***

Previous experience completing light technical repairs.

## ***Knowledge, Skills and Abilities***

- Knowledge of standard custodial cleaning methods and equipment as well as applicable federal, state, and local laws, codes, and regulations.
  - Familiar with safety equipment and practices related to custodial work including handling hazardous chemicals and safe driving rules and practices.
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- Able to perform all duties in a manner to maximize public safety. Knowledge of recordkeeping principles and procedures as well as computer software related to the work.
- Able to provide a high level of customer service to the public and to county staff whether in person and over the telephone.
- Able to accurately complete basic arithmetic calculations, understand and follow oral and written instructions, communicate in a clear, concise manner and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Demonstrated ability to work in a secure and confidential environment including but not limited to the criminal justice system, including elected judges, district attorney, attorneys, criminal and civil defendants, as well as adults in custody (AICs).

## ***Physical Demands***

Duties consist of physically demanding manual work on a regular basis, typically requiring movement of materials weighing up to 50 pounds. Ability to operate a ladder and perform work in high places utilizing appropriate safety equipment.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

## ***Working Conditions***

Work is performed within county buildings and on county grounds and requires lifting, bending, climbing, walking, and working on ladders and heights. Performing grounds work requires working in all types of weather conditions. Working with cleaning chemicals, solvents, and cleansers is a requirement. Knowledge of the SDS (Safety Data Sheets) is essential. Able to work a flexible schedule as needed.

## ***Supervisory Responsibility***

Works under the direct supervision of the Facility Operations Supervisor. Supervision is not a responsibility of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.



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