

CUSTODIAN

GENERAL DEFINITION OF WORK: Performs responsible unskilled work in the care and cleaning of County buildings; does related work as required. Work is performed under regular supervision of the Maintenance Supervisor.

ESSENTIAL FUNCTIONS/TYPICAL TASKS: Cleaning and maintaining county buildings and facilities. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Sweeps, mops and dusts offices.
- Ensures heat and air conditioning are operating appropriately.
- Cleans and disinfects restrooms in County buildings; replenishes paper supplies and soap as necessary; cleans clogged drains in sinks and toilets, or reports for repairs; cleans water fountains.
- Sweeps, strips, waxes, buffs, mops and vacuums floor surfaces; spots and cleans carpet.
- Cleans windows, walls, woodwork and light fixtures, polishes brass.
- Performs maintenance duties such as picking up trash and debris, includes area outside of building.
- Empties trash receptacles; cleans and dusts tables and other furniture.
- Replaces light bulbs and fluorescent tubes; washes mops and dusting rags; sweeps outside porches.
- Assists with recycling.
- Participates in snow and ice removal.
- Orders and stocks supplies
- Performs tasks during an emergency declaration in the County.
- Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES: General knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; ability to understand oral and written directions; ability to establish and maintain effective working relationships with associates; ability to read and write; physical ability to perform heavy manual work; ability to work independently.

EDUCATION AND EXPERIENCE: Any combination of education and experience equivalent to graduation from High school and some custodial experience.

PHYSICAL REQUIREMENTS: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels- visual acuity is required for color perception, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, and extreme heat.

SPECIAL REQUIREMENTS: Possess a driver's license valid for use in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.