

Custodian

Division: Maintenance

FSLA: Non-Exempt

Job Classification: Classified, Range \$12.62-\$15.77

Reports to: County Manager

Probationary Status: Twelve (12) Months Terminable-at-will

Safety Sensitive: No

SUMMARY OF JOB:

Under limited supervision of the County Manager, the custodian is responsible for a wide variety of cleaning and general custodial services for the County facilities.

ESSENTIAL FUNCTIONS:

The essential functions listed may not include all the duties of the position:

- Responsible for a wide variety of cleaning and general custodial services for County facilities.
- Empty trash and remove to outside trash containers on a daily basis. Changing lining in trash containers as needed.
- Dust small stands, tables, counter tops, and sides of desks. The custodian shall not move or dust personal equipment, decorations, plants belonging to County personnel, typewriters, keyboards, printers, computers, computer terminals, copiers or related equipment. Desktops will be dusted by the employees using the desk.
- Vacuum all carpets and rugs on a daily basis, and spot clean carpets as needed.
- Within restrooms, perform the following duties on a daily basis: Empty trash, sweep floors, clean and disinfect wash basins, clean and disinfect urinals in men's restrooms, clean and disinfect toilets, and clean mirrors. Wet mop restroom floors and clean walls in restroom three (3) times per week.
- As needed, replace soap and paper products supplies in restrooms and kitchen areas.
- Clean glass at all entrances including offices and building entries.
- Clean and disinfect all counter tops and water fountains on a daily basis.
- Clean vending machines, cabinets, doors, bulletin board, frames, and glass cases on a daily basis.
- Dust pictures, wall hangings and signs including offices and hallways on a weekly basis.
- Clean fabric chairs with a lint roller on a weekly basis or as needed.

- Dust and wipe down wood chairs on a weekly basis or as needed. Condition wood surfaces and furniture on a monthly basis.
- Clean and dust all window sills and blinds on a weekly basis.
- Clean and dust all ceiling fans and light fixtures on a weekly basis.
- Wet mop all needed floors three (3) times per week.
- Sanitize all hand rails and door handles three (3) times per week.
- Clean windows and dust walls as needed.
- Clean back stairwells on a monthly basis.
- Keep outer appearance of County Courthouse, Administration Building, and Annex neat, clean and free of debris.
- Monitor level of supplies available and prepare supply order. Meet with supply vendor to make order, completing order and requisition for order.
- Perform security check of buildings and facilities.
- Maintain and service equipment as needed.
- Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings and perform other duties as assigned.
- Must comply with the County Personnel Policy, and other Policies approved by the Board of Commissioners.

QUALIFICATIONS:

Citizen or legal resident of the United States who has reached the age of eighteen (18) years of age

- High school diploma or (GED) equivalent required
- At least one (1) year previous custodial experience preferred.
- Must have no felony convictions.
- Must successfully complete pre-employment drug screen, physical, and background check.
- Must be able to understand and communicate in English
- Ability to perform all essential duties listed.
- Ability to perform the essential duties in the working conditions described.
- Ability to work with the equipment, tools and materials listed.
- Must comply with safety guidelines and policies of the County.
- Must possess a valid Driver's License.

PROFESSIONAL REQUIREMENTS:

Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: criminal records search, driving record screening, reference check, and employment verification

- Report to work on time and as scheduled.
- Must interact with occupants of County Buildings in a professional and friendly manner.
- Must work independently using good judgment and decision-making skills.
- Must be able to work with minimum supervision and be self-motivated.

- Adhere to dress code, appearance is neat and clean.
- Represent the County in a positive and professional manner at all times, including use of tact when working with a wide range of individuals, including the public.
- Comply with all County policies and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16.
- Participate in performance improvement and continuous quality improvement activities.
- Must be able to maintain a regular work schedule, so as to complete necessary tasks according to schedule and adhering to time demands.

WORK ENVIRONMENT:

- Must be able to work irregular hours including after hours as needed.
- Must be able to stand up to four hours at one time and up to eight hours total per day.
- Must be able to carry various equipment and supplies as needed to perform essential job duties.
- Must be able to lift up to an estimated fifty (50) pounds from ground to waist level or from ground to shoulder level, up to ten (10) times per day.
- Must be able to climb and balance on step ladder as needed to perform duties, and must be able to climb and descend staircase up to ten (10) times per day.
- Must be able to crouch, kneel and crawl as needed in performing various cleaning duties
- Must be able to bend at the waist and twist/rotate as needed on an almost constant basis, estimated at over 100 times per day.
- Must be able to use hands and fingers to grasp/manipulate various equipment and supplies needed to perform essential job duties.
- Must be able to use feet to manipulate foot controls on vacuum cleaner.
- Must be able to coordinate use of hands and eyes in operation of cleaning equipment and in performing various cleaning duties.
- Corrected vision and hearing to within normal range.

KNOWLEDGE AND SKILLS:

- Knowledge of primary equipment utilized in performance of essential job duties including but not limited to the following: vacuum cleaner, carpet cleaner, duster, mop, bucket, wringer, dust mop, push broom, hand broom, dust pan, and ladder.
- Knowledge of use of materials or products necessary to perform essential duties including but not limited to the following: floor cleaner, furniture polish, wood oil and wax, spray for stainless steel, all-purpose disinfectant, mildew stain remover, toilet bowl cleaner, pumice stones, various paper products, trash bags, carpet spot remover soap for restroom soap dispensers, bleach, and deodorizer.
- Knowledge of work aids utilized in performance of essential duties include rubber gloves and a face mask to be used when mixing strong cleaning solutions.



Revised 5/24/2023

General Sign-off

The employee is expected to adhere to all County policies, and to act as a role model in adherence to Union County policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood, and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date