



Coles County Maintenance Department

Stephen Simpson, Maintenance Supervisor
651 Jackson, Rm. 5
Charleston, IL 61920
Ph. (217)-348-0529 Fax (217)-348-9409
Cell (217) 549-8871

Custodian Duties

Clean offices, bathrooms, windows, carpets, rugs, and furniture using commercial-type vacuum cleaners and shampooing equipment. Remove trash from offices and bathrooms.

Reports malfunction of restrooms fixtures, light fixtures, and damages to rooms and furnishing to supervisor.

Stocks closet with appropriate supplies and orders supplies.

Locks and unlocks doors for opening and closing of the building.

Moves furniture, equipment, or fixtures as required.

May shovel and remove snow and ice from designated areas such as sidewalks, entryways and help with mowing and weeding.

May help with maintenance projects at Courthouse, jail and other locations under the maintenance department.

Knowledge, Skills and Abilities:

Knowledge of cleaning equipment, products, techniques and standards.

Skill in following verbal and written instruction and able to be around the public.

Good working skills and able to complete tasks on their own and work with others.

Apply at:

https://www.colesco.illinois.gov/media/sheriff/applications/New_application_Civilian_Fillable.pdf