

TALLADEGA COUNTY COMMISSION



POSITION: Custodian (Part Time)
DEPARTMENT: Maintenance
ENTRY LEVEL: \$12.00 per hour
FLSA: Non- Exempt

OVERVIEW: Maintains a clean working environment for all staff and visitors, ensuring all areas are safe.

ESSENTIAL FUNCTIONS:

Under the supervision of the Maintenance Director or an assigned supervisor, performs the following duties for all county buildings:

- Clean and sanitize bathrooms
- Mop and vacuum floors
- Wash windows and ledges
- Strip, wax and buff tile floors when needed
- Clean, polish, and vacuum furniture and fixtures
- Empties all trash
- Remove recycling materials
- Stocks all restrooms with needed supplies
- Inventory and properly store cleaning items and equipment
- Inform supervisor of any supply needs
- Identifies facility repair needs and informs supervisor
- Monitors facilities on a regular basis and performs duties related to maintaining a clean environment, picking up litter, cleaning up spills and all other spontaneous needs of a facility used by large numbers of people
- Maintain outside walk areas, including sweeping off debris and washing walkways
- Maintain landscape: water, cut and trim shrubs and grass
- Perform minor maintenance such as touch-up painting, replacing ceiling or baseboard tiles, light bulbs, windows and related building features
- Provide needed information and demonstrates how to perform certain work tasks to new employees in the same or similar class of position
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems
- Performs other duties as may be assigned from time to time

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and follow verbal instructions
- Ability to understand and follow safety procedures
- Ability to operate vacuums and other related equipment
- Ability to safely use cleaning equipment and supplies
- Ability to use hand and power tools applicable to trade
- Ability to lift and manipulate heavy objects
- Ability to read, understand, follow, and enforce safety procedures

- Ability to understand written and verbal communications

MINIMUM QUALIFICATIONS:

- Sufficient experience to understand the basic principles relevant to the major duties of the position
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama

SUPERVISORY CONTROLS:

- This position has no supervisory duties
- This position receives supervision from the Maintenance Director or assigned supervisor which establishes objectives, priorities and deadlines

WORK ENVIRONMENT:

- Operates in a public facility and office environment, both inside and outside.
- Exposure to fumes or airborne particles, moving mechanical parts and vibration.
- Exposure to chemicals and compounds commonly used in cleaning and maintaining the interior and exterior of a public facility. Examples include, but are not limited to: chemicals used to sanitize restrooms, weed killers, fertilizers, floor cleaners, oils, fuel, etc.)
- Exposed to outside weather conditions

REQUIRED PHYSICAL ABILITIES:

Must have the following physical abilities with or without reasonable accommodation:

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively
- Sufficient vision or other powers of observation which permits the employee to perform custodial and janitorial duties
- Sufficient physical strength and endurance to lift and carry, through a full range of motion, equipment used in custodial activities
- Sufficient mobility, flexibility and dexterity which allows the employee to walk, bend, stoop, kneel, crouch, stand, crawl, push, pull, climb and grasp repetitively at various work sites both in an outdoors
- Be able to lift and move items over 50 lbs.

THIS IS A PERMANENT PART-TIME POSITION

Part-time employment entails the following:

- Working hours of not more than 29 hours per week
- Mandatory participation in the Retirement Systems of Alabama
- No medical/dental benefits
- No annual or sick leave
- Holiday leave is compensated at ½ time (4 hours)
- Compensation is based on the Talladega County Salary Schedule
- Merit increases are subject to the Talladega County Performance Appraisal System.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for **Custodian – Part Time**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein,

under any and all conditions as described. I also understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

Employee Name _____ Date _____

Employee Signature _____