

Shelby County Fiscal Court

POSITION DESCRIPTION

POSITION TITLE:	Custodian – Judicial Center	DEPARTMENT:	Maintenance
CLASSIFICATION:	Service-Maintenance	SUBMITTED BY:	Human Resources
SALARY RANGE:	\$15.00 to \$19.00/hour	APPROVED BY:	County Judge Executive

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Maintenance Chief

POSITIONS SUPERVISED: N/A

POSITION PURPOSE

Provide routine cleaning of the Shelby County Judicial Center, all the offices, public areas, restrooms, elevators, courtrooms, and any other space as requested.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes and buffs floors, cleans carpets, furniture, etc.
2. Dumps trash cans and garbage and relines cans.
3. Cleans and sanitizes restrooms and replenishes supplies, cleans spills, cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
4. Washes windows, walls, metal and woodwork.
5. Picks up litter from around buildings and grounds.
6. Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
7. Opens and closes, locks and unlocks facilities as needed.
8. Performs related work and assumes any/and all other duties assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Graduate from an accredited High School or GED equivalency.

EXPERIENCE REQUIRED:

- 2 to 4 Years General Custodial Experience.
- Multi-tasking skills a plus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
2. Detail-oriented and thorough.
3. Ability to perform basic repairs and operate tools or equipment used in routine maintenance.

4. Follows instructions, responds to management direction, takes responsibility for own actions. Completes task on time or notifies appropriate person with an alternate plan.
5. Ability to maintain confidential information and exercises professional judgment.
6. Ability to deal with public, government officials and other agencies professionally.
7. Ability to react quickly and competently in an emergency.
8. Ability to get along with co-workers or peers without exhibiting behavioral extremes.
9. Respond appropriately to criticism from a supervisor.

CONDITIONS OF EMPLOYMENT:

- Participation in KPPA (Kentucky Public Pension Authority) - Non-Hazardous
- Participation in Payroll Direct Deposit Program
- Pre-Employment Background Check
- Pre-Employment Drug Screen

WORKING CONDITIONS PHYSICAL EFFORT:

The Physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods standing.
- Must be able to lift, bend, stoop, climb, reach, and lift up to 50 pounds at a time.
- The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals or near risk of electrical shock and/or vibration.

OVERTIME REQUIREMENTS: Non-Exempt

AVAILABILITY: Regular Shift but may be contacted on emergency basis.

INTENT AND FUNCTIONS OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decision. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risk to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.

Shelby County Fiscal Court is an Equal Opportunity Employer.