

Page County Job Description

DEPARTMENT: Maintenance/Custodial
POSITION TITLE: Maintenance/Head Custodian
REPORTS TO: Page County Auditor

This employee job description is not intended to create any contractual rights in favor of you or the County. It is not to be construed as an employment contract or as a promise that you will be employed for any specified period of time. Employment can be terminated at any time at the will of either you or the County. Nothing contained in this job description changes the at-will nature of your employment with the County.

Basic Function:

- Strive to promote and maintain the safety, health and comfort of employees and public, as well as the functionality of county facilities, by keeping buildings and premises neat, clean, and in good working order at all times.
- Perform duties in a professional manner promoting positive public relations with fellow employees and the general public.

Knowledge, Skills and Abilities

- 1) Ability to read operating instructions and operate and maintain equipment and structures in a proper and safe manner including, but not limited to, electrical, plumbing, concrete, heating & cooling systems, and structure repairs.
- 2) Ability to operate motorized equipment: Pickup, Lawn mower, lawn mower with a blade attached, snow blower, weed trimmer and other outdoor grounds upkeep equipment. Vacuum cleaner, buffer, lift and other indoor equipment.
- 3) Ability to recognize and handle needed repairs and undertake preventive maintenance.
- 4) Ability to identify potential or real hazards in the workplace which could lead to accidents or potential legal liability and report it to the Auditor or correct the situation.
- 5) Demonstrate aptitude for successful completion of all tasks assigned.
- 6) Ability to make and keep detailed records for area of responsibilities.
- 7) Have basic computer skills such as email, web browsing for ordering supplies, and Microsoft Word and Excel. Also, use of phone system software.
- 8) Demonstrate the ability and willingness to work cooperatively and cheerfully with others
- 9) Willingness to comply with the provisions of the Page County Employee Handbook and any additional county policies.
- 10) Physical Requirements-While performing the duties of this job, the employee is regularly required to stand and walk for prolonged periods of time, stoop and balance, bend, kneel, crouch, crawl, climb, reach and twist; regularly push, pull, lift, and carry; a sense of touch and the use of hands and fingers are required, including the ability to grip with hands and fingers; talk and hear. The employee is regularly required to lift up to 25 pounds; frequently required to lift up to 50 pounds, and occasionally required to lift up to 75

pounds. The employee is not required to lift more than 75 pounds without assistance. Vision in the normal range with or without correction. Hearing in the normal audio range with or without correction.

- 11) Occasional holiday, evening and weekend work required, mostly weather related.
- 12) Valid driver's license.

Reportability/Other

- 1) The employee(s) are reportable to the County Auditor or Board of Supervisors and is required to submit a detailed log of tasks worked on or completed on a weekly basis to the County Auditor.
- 2) Dress shall be appropriate and in keeping with the nature of the position.

Areas of Routine Maintenance

Courthouse, Sheriff's Office, Engineer's Office

Working hours

The normal daily working hours should conform to a Monday thru Friday (excluding county holidays) 7:30AM to 4:30PM schedule (1 hour off during the noon hour). Up to two 15 minutes breaks will be allowed each day with one in the AM and one in the PM. Paid hours worked should not exceed 8 hours per day, unless prior approval is given by the County Auditor or the Supervisors.

Maintenance/Cleaning Job Description

- 1) Unlock and lock Courthouse, turning lights on/off, before and after each working day, unless asked not to.
- 2) Retrieve Mail when ready from Post Office and deliver to Auditor's Office. Delivery outgoing mail to Post Office in the afternoon.
- 3) Maintenance of the yards and grounds belonging to the county in and around the courthouse facilities (inclusive of the Engineer's yard and Sheriff's yard). Yard should be mowed and trimmed, including shrubs/trees at proper times to allow for an even and neat appearance at all times. Weeds, litter and debris should be collected and disposed of appropriately.
- 4) Clearing snow and ice from all walks and steps at routine maintenance locations and applying ice melt products, as needed, at all times during regular office hours (this being done starting at 6:00 AM on the occasion of an early morning episode). Time worked before 7:30 AM for early morning snow removal will generally be subtracted at the end of that day, dependent upon additional snowfall and need for removal before closing, with the approval of the direct supervisor.
- 5) Thoroughly clean all restrooms once a week in all routine locations.
- 6) Maintain and replace restroom supplies as needed, including toilet paper, air freshener, and hand soap.
- 7) All carpeted areas in all facilities shall be vacuumed not less than once per week, as should the entrance way rugs (and additionally in areas as needed). Entrance way rugs should be cleaned with a high pressure washer, when needed, and as practical to do so.

- 8) Shampoo all carpets once per year. Spot clean carpets, as needed.
- 9) Dust mop/Sweep and wet mop 1st Floor hallway, tile areas in 1st Floor offices, as well as, north and south stairways and landings weekly (additionally, if needed)
- 10) Strip and wax all hard surface floors semi-annually.
- 11) Buff hard surface floors monthly.
- 12) Clean all window coverings semi-annually.
- 13) Clean all light fixtures annually.
- 14) Clean and sanitize stair railings weekly.
- 15) Thorough dusting in all routine locations shall be performed once per month, including items hung on the walls in common area (excluding office décor). Wood oil should be applied semi-annually.
- 16) Trash collection in all offices/hallways/bathrooms in the courthouse daily.
- 17) Trash collection and recycle pickup from Engineer's Office weekly (additional, if needed).
- 18) Wash all trash receptacles semi-annually (additional, if needed).
- 19) Delivery of recycle material and non-routine trash to the recycling center on an approximately bi-weekly basis or as needed.
- 20) Take pop cans to the redemption center as needed.
- 21) Ordering of all supplies related to the position and calls for service of equipment.
- 22) Conduct ongoing program of minor general maintenance, upkeep, and repairs in all routine locations and on the courthouse grounds, including but not limited to:
 - a. Repair or replacement of ballast, light bulbs, light fixtures, outlets and switches and other allowed minor electrical maintenance.
 - b. furnace/air conditioner filter replacement.
 - c. cleaning top coils, as well as fan blades on all heating/cooling registers on an annual basis.
 - d. routine testing and inspection of emergency lighting.
 - e. minor repairs/painting.
 - f. general motor maintenance.
 - g. maintain proper boiler/chiller operation, including the daily operation.
- 23) Perform minor tasks around the routine areas, including adjusting doors; repairing doorknobs; repair faucets, toilets and other simple plumbing issues.
- 24) For major repair or maintenance issues, with concurrence from the Auditor or Chair of Board of Supervisors, professionals will be recruited to correct the deficiencies.
- 25) Make sure annual and monthly inspections are done so items meet code.
 - a. Elevator-State and Maintenance
 - b. Boiler-State
 - c. Fire Alarm-Maintenance
 - d. Fire Extinguishers-Annual Maintenance
 - e. Monthly Safety Inspections of buildings, and grounds.
 - f. First Aid Kits-Ensure compliance with established standards
 - g. Exit Lights-Ensure all lights are working and replace/repair as needed
- 26) Pest & Rodent Control/Prevention/Disposal – Treat routine areas for bugs, as needed. Bait, capture and properly dispose of unwanted rodents.
- 27) Delivery/pickup of county voting equipment in cooperation with staff of the County Auditor's office.

- 28) Comply with local, state, and federal laws pertaining to storage of supplies as well as disposal of the same, other trash, rubbish, and waste.
- 29) Raise and lower flag, as needed. Replace flags as needed and dispose of used flags appropriately.
- 30) Responsible for supervision of non-routine maintenance repairs made to the courthouse buildings and/or grounds by outside contractors, at the direction of the County Auditor.
- 31) Responsible for supervision of any additional help needed for completion of routine assignments.
- 32) Perform various tasks in moving or rearranging furniture, desks and other equipment; set up room for meeting.
- 33) Report to the County Auditor any repairs needed, damages, or theft.
- 34) Work cooperatively with the County Auditor in the performance of any and all duties. Establish effective working relationships with other county employees and maintain good rapport with the public vendors and others with whom interaction is required.
- 35) Carry out such work as requested by the County Auditor and/or Board of Supervisors in addition to those listed above.

Note: This job description is not all inclusive. Day to day situations arise that require custodial assistance.

Education/Experience

High School Graduate

One or more year's maintenance or construction experience preferred

The use and purpose of common hand tools used in repair and maintenance

Experience with building repairs and general carpentry

Experience with minor landscaping and general grounds up keep helpful

Acknowledged and agreed to this ____ day of _____, _____.
