

## FAIRFIELD COUNTY

JOB TITLE: CUSTODIAN  
BUILDING MAINTENANCEGENERAL STATEMENT OF JOB

Under direct supervision, maintains assigned County buildings and surrounding grounds in a clean and orderly condition. Performs various other miscellaneous duties. Reports to the Maintenance Director.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Maintains assigned County buildings and offices in a clean and orderly condition as prescribed, performing such duties as vacuuming, mopping, and waxing floors; vacuuming and shampooing carpet; cleaning windows and other glass; emptying trash; painting walls; etc.

Is responsible for maintaining the restrooms in a clean and sanitary manner in order to promote hygiene.

Performs outside yard maintenance work such as mowing grass, clipping trees and hedges, digging trenches, keeping flower beds free of weeds, picking up any trash or debris, etc.

Utilizes a variety of tools and equipment in the performance of the job including brooms, mops, vacuums, buffer, cleaners, lawn mower, weed eater, rake, carpenter's tools, etc.

Directs and oversees the activities of other inmates who assist in maintaining County buildings and grounds.

ADDITIONAL JOB FUNCTIONS

Performs a variety of miscellaneous duties such as picking up and delivering mail, delivering

supplies, putting postage on mail, preparing mail and transporting same to post office, assisting in preparing courtrooms, etc.

Cleans vehicles as required.

Performs other related duties as required.

### MINIMUM TRAINING AND EXPERIENCE

High school education, and one to two years of custodial experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Must possess a valid SC driver's license.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a motor vehicle as well as a variety of types of cleaning and maintenance equipment including vacuum cleaner, buffer, lawn mower, rake, hoe, etc. Must be physically able to exert up to thirty pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work; work requires constant standing, walking, reaching, stooping, kneeling, climbing, or crouching. Must be able to lift and/or carry weights of approximately sixty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read work orders and other documents. Requires the ability to communicate and interact with co-workers, supervisor, other County personnel, and the general public.

Intelligence: Has the ability to apply commonsense understanding to carry out instructions

furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing cleaning, landscaping, and other equipment. Must be able to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, maintenance equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

### PERFORMANCE INDICATORS

Knowledge of Job: Has working knowledge of departmental methods and activities as they pertain to the specific duties of the position. Knows how to perform routine duties required to maintain cleanliness of public buildings and neatness of grounds. Is skilled in using various types of lawn and garden equipment, as well as certain carpenter's tools and some mechanic's tools. Is able to maintain an organized and clean work area in order to promote safe and efficient operations. Is able to follow oral and written instructions and assume responsibility for the completion of assignments.

Knows how to complete daily activities in a timely manner as prescribed. Has the ability to apply commonsense understanding in performing tasks, and is able to use independent judgment in routine situations. Has the ability to communicate and coordinate in an effective manner with supervisors, co-workers, and the general public. Knows how to operate and maintain various tools and equipment used in the completion of specified duties. Is knowledgeable of the various chemicals used on the job and is able to utilize such in a safe and effective manner.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**