

LAMOURE COUNTY

JOB DESCRIPTION

POSITION: CUSTODIAN

FLSA: NON-EXEMPT

DEPARTMENT: COURTHOUSE

REPORTS TO: County Auditor / Board of County Commissioners

Purpose of Position

The purpose of this position is to perform custodial and maintenance tasks in and around the LaMoure County Courthouse.

ESSENTIAL FUNCTIONS:

Cleans and maintains all areas of the Courthouse building

Floor Maintenance

- Sweeping, dusting, vacuuming and mopping
- Scrubbing, waxing and buffing (most will need to be done when the Courthouse is closed)

Bathroom Maintenance

- Daily cleansing of all stools, urinals, sinks, floors and mirrors
- Fill paper towel, toilet paper and paper cup dispensers

General Building Maintenance

- Checking on heaters in winter months to be sure they are functioning properly (including week<ends), checking thermostats prior to closing each day and see to it that they are not set on too high of a setting.
- Painting, if requested and approved
- Basic repairs not requiring specialized tools and equipment
- Window repair, washing inside and out and washing blinds (minimum of twice a year)
- Light bulb replacement, cleaning of light fixtures • inspect, clean and call for repair of air conditioning units, split units, clean filters inside and out
- Dusting counters, window sills and blinds, doors mopboards and heat registers, brass railings
- Emptying garbage (daily if necessary)
- Refill/maintain pop machine
- Call for fire extinguisher maintenance yearly

- Clean spots on carpet, vacuum at least weekly or when requested and shampoo carpets as needed and when approved
- Move tables and furniture when requested
- Clean, dust and sweep vaults when requested
- Order custodial supplies and ensure proper storage and keep records of maintenance repairs and tasks performed
- Inspect roof each spring and fall for obvious defects and repair, if possible, or arrange for professional repairs
- Operate, test and inspect elevator function and safety weekly
- Test generator monthly, call for maintenance yearly

Grounds Maintenance

- Repaint parking lot stripes as needed (every 2 to 3 years)
- Mowing and trimming of yard, spraying of noxious weeds
- Trim bushes and trees
- Planting, weeding & watering of flowers, bushes, etc.
- Shoveling or snow blowing of sidewalks and removal of ice from entrance areas and sidewalks (no salt on front steps, sand only)
- Inventory and store all equipment and make necessary repairs
- Remove snow from parking lot or arrange for the removal of snow by the County Road Shop employees
- Ensure exterior lights and lights on flag are operating and monitor flag and replace when
- Re-seal sidewalks in the summer season to protect from salt in winter season

OTHER RESPONSIBILITIES

- Perform other work-related duties as assigned.
- Assist drivers of delivery trucks in the delivery of supplies.
- Assist with the storage and placement of supplies and equipment.
- Keep a good working relationship with other county employees and with the public.
- Assist/help other county departments as needed (as long as Courthouse duties are completed) – County Road Shop, Memorial Park, Public Health, etc.

The above statements are intended to describe the general nature and level of work to be performed by the individual assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by the individual so classified.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED and six months experience in related field or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to compile, assemble, copy, and record data and information according to a prescribed scheme or plan.
- Requires the ability to explain, demonstrate, and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.
- Requires the ability to utilize a wide variety of reference data and information such as billings, letters, production orders, operating instructions, and schedules and records. Requires the ability to communicate orally and in writing with peers and members of the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division.

Judgment and Situation Reasoning Ability

- Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work with some latitude for independent judgment regarding choices of action.
- Requires the ability to exercise judgement, decisiveness and creativity in situations involving a variety of generally pre-defined duties that may be subject to frequent change.

Physical Requirements

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustments on equipment, machinery and tools such as riding lawn mower, lawn sprinklers, floor buffer and vacuum cleaner, and materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as maintaining equipment.
- Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting (70 pounds), carrying, pushing, and pulling moderately heavy objects and materials.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job related objects, materials and tasks.

Environmental Adaptability

- Ability to work under frequently unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibration, wetness, machinery, electrical currents, and dust may cause discomfort and where there is a risk of injury

LaMoure County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer

Employee's Signature

Date

Supervisor's
Signature

Date