

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Building & Grounds Custodian

BAND:	GRADE: 4	SUBGRADE:
DEPARTMENT: Bldg. Maintenance	ACCOUNTABLE TO: Building Maintenance Supervisor	FLSA STATUS: Non-exempt
CLASS SUMMARY: Under general supervision of the Building Maintenance Supervisor, workers in this classification perform a variety of custodial duties. Work is performed both indoors and outdoors. Occasionally, employees in this classification may be asked to work with non-County workers (i.e. temporary service employees, Sentence to Serve, etc.) and may be required to provide lead worker direction. During snowstorms, flooding, or other inclement conditions, workers in this classification will be required to work and will perform assigned duties commensurate with abilities. Work involves contact with hazardous materials. Performs related work as required.		
DISTINGUISHING CHARACTERISTICS: This classification is engaged in performing custodial and ground care responsibilities. Employees in this class perform assigned duties on a routine basis with limited supervisory review. However, all work is subject to the total inspection of buildings and grounds made by supervisory personnel. Non-repetitive, non-routine work assignments are subject to close review.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Performs general custodial duties to include: <ul style="list-style-type: none"> • Sweeping, mopping, vacuuming, and waxing/burnishing floors, halls, corridors, and stairways. • Cleaning and sanitizing rest rooms and water fountains. • Clean furniture, empty trash cans and collect recyclables. • Remove spots or stains and shampoo carpeted floors. 	Daily 70%

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	Performs grounds maintenance to include: <ul style="list-style-type: none"> • Sweeping steps and sidewalks; trimming hedges; mowing grass; raking leaves, trash, twigs, etc.; and removing snow and ice. • Wash windows and all exposed glass (inside and out) 	Daily 30%
3.	Provides County offices with supplies which includes: distributing copy paper and cleaning supplies	As needed
4.	Be aware of and follow proper safety procedures at all times.	Daily
5.	Any other duties as assigned	As directed

Knowledge (position requirements at entry):

Knowledge of:

- Building cleaning practices, supplies, and equipment.
- Operating characteristics of assigned equipment and vehicles.
- Safety procedures.
- Cleaning chemicals.
- Cleaning tools, including mops, buffers and vacuum cleaners.

Skills (position requirements at entry):

Skill in:

- Using cleaning equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Organizing workload.
- Ability to work independently
- Ability to understand and effectively carry out oral and written assignments.
- Ability to deal tactfully and effectively with the public and coworkers



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Training and Experience (position requirements at entry):
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Requires a High School Diploma and two years of experience in building maintenance cleaning methods or grounds keeping; Must be able to pass a criminal history background check.

Licensing Requirements (position requirements at entry):

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| <ul style="list-style-type: none">• Must possess and maintain a valid Driver's License. |
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Physical Requirements:

Positions in this class typically require: reaching, standing, walking, driving, lifting, fingering, grasping, talking, hearing, and seeing.
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Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, inadequate lighting, intense noise and travel.
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Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
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Classification History:
