

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of CUSTODIAN I

DUTIES: See attached job description

QUALIFICATIONS: 3 years relevant experience preferred. The preferred candidate will be licensed and/or have a strong background in one or more of the following: air conditioning; refrigeration; heating; plumbing; building; and/or electrical.

HOURS: Forty (40) hours per week.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: \$14.08 with raise in January 2022 to \$14.22

Applications for the position of CUSTODIAN I will be accepted through December 10, 2021 by 3:30 p.m. at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

## **JOB DESCRIPTION**

**POSITION TITLE:** CUSTODIAN I

### **GENERAL SUMMARY:**

Under the supervision of the Director of Maintenance & Housekeeping, performs a variety of custodial tasks in and around County facilities, cleaning offices, hallways, restrooms, and meeting areas. Custodian I is expected to perform general maintenance on facilities and equipment as directed by the maintenance director. Custodian I is expected to assist the Maintenance Director and Building Trades Technician in carrying out their duties.

### **TYPICAL DUTIES:**

1. Clean all public areas of county facilities including courtrooms, hallways, and public restrooms.
2. Orders supplies, empty and dispose of office garbage, and dusts as needed.
3. Dust mops, wet mops, and vacuums floors and stairs as needed. Periodically strips floors of old wax, apply fresh wax, and operates power buffer to polish floors.
4. Cleans and sanitizes drinking fountains and restrooms; replenishes supplies and dispensers as needed.
5. Other light maintenance such as hanging pictures, changing light bulbs, stocking paper rooms, and moving furniture.
6. Must have working knowledge of equipment needed to do tasks described above. Must be able to perform minor maintenance on cleaning equipment as needed. Equipment includes cleaning equipment including but not limited to floor cleaners, vacuums, and carpet shampoos.
7. Maintains exterior of county facilities as directed by the maintenance director. Exterior maintenance includes windows, snow removal, and lawn care.
8. Performs other duties as assigned by the Director of Maintenance & Housekeeping.

### **Education:**

Must have a high school diploma. Technical degree or active certification in plumbing, air conditioning, refrigeration, carpentry, building, or electrical preferred. Some higher

education preferred.

**Minimum requirements:**

Valid Driver's License. 3 years relevant experience preferred.

**Preferred requirements:**

The preferred candidate will be licensed and/or have a strong background in one or more of the following: air conditioning; refrigeration; heating; plumbing; building; and/or electrical.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position will be required to lift up to 50 pounds.

**Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. At times, working conditions may be hot, cold, and/or dirty. The noise level in the work environment is usually moderate, but may be loud in areas of equipment operation. Custodian I may be expected to respond to emergencies and maintain a flexible work schedule.

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

Board Approved 9-17-17