

DELTA COUNTY

JOB POSTING

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

DUTIES: See attached job description

QUALIFICATIONS: 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. Valid Driver's License. 3 years relevant experience preferred. See attached job description for additional qualifications.

HOURS: Forty (40) hours per week.

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

SALARY: Starting \$15.80 per hour (Grade 9) PLUS BENEFIT PACKAGE (medical/vision/dental/life insurance, retirement and more)

This position is open until filled.

Applications for the position of CUSTODIAN I will be accepted at the Delta County Administration Office, 310 Ludington St. Suite 222, Escanaba, MI 49829, or can be completed on the website deltacountymi.gov.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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

**DELTA COUNTY
JOB DESCRIPTION
CUSTODIAN I**

Title: Custodian I

Classification: Union, Non-Exempt **Grade:** 9

Department: Maintenance

Reports to: Director of Maintenance & Housekeeping

Supervised by: Director of Maintenance & Housekeeping

Revision Date: October 4, 2022 for effective date of 01/01/2023

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 and Trades Technician in carrying out their duties.

SPECIAL DUTIES:

1. Clean all public areas of county facilities including courtrooms, hallways, and public restrooms.
2. Order 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 room, and moving furniture.
6. Building furniture.
7. 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 shampooers.
8. Maintains exterior of county facilities as directed by the maintenance director. Exterior maintenance includes windows, snow removal, and lawn care.
9. Perform other duties as assigned by the Director of Maintenance and Housekeeping.
10. Maintain vehicles and equipment.

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 and individuals may have to work in confined spaces. 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 to classified.