**JOB DESCRIPTION**

**Date Updated:** 2/19/2021 **Position Title:** Head Custodian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **POSITION OBJECTIVE**

Plans, supervises, and carries out cleaning, maintenance, and repairs of the building and grounds.

1. **GENERAL DUTIES**

The following is a list of responsibilities for this position and is not intended to be a complete list.

* Operates and oversees the heating and cooling operations.
* Oversees the maintenance and repairs to the Courthouse and grounds.
* Raising and lowering the flag.
* Open and closing of courthouse doors, turning on and shutting off lights.
* Clean floors (mopping, buffing, sweeping, and waxing).
* Cleans restrooms, windows (inside and out), light fixtures, counters, handrails, empty trash cans daily, vacuuming, dusting, clean walls.
* Custodian should be available to move books, furniture etc., when requested.
* Maintains the grounds surrounding the Courthouse, Human Services, and the Public Health buildings. This includes mowing and trimming, trimming bushes, weeding flower beds, raking, watering flowers, and all other normal grounds keeping duties that do not require specialized training.
* Operates snow removal equipment, shoveling of snow and removal of ice.
* Take mail to post office daily.
* Lining up contractors for renovation projects of ground and buildings.
* Writing court facility grants or energy efficiency grants if available.
* Painting as needed.
* Minor plumbing.
* Maintain water cooler.
* Pest control - Bugs.
* On call when problems arise - forgotten keys, plugged toilets, deliveries, heating and cooling troubles, etc.

1. **ESSENTIAL FUNCTIONS**
2. **Required Knowledge, Skills & Abilities**

* Ability to effectively communicate orally or in writing.
* Ability to establish and maintain effective working relationships with employees and supervisors.
* Ability to use computer and standard office equipment.

1. **Physical Demands**

* Ability to perform moderately strenuous manual labor, including the ability to lift 100 pounds dead weight.
* Occasional climbing, bending, stooping, and kneeing.

1. **Working Conditions**

* Exposure to outdoor elements such as heat, cold, snow, rain or ice when conducting or reporting on incidents, accidents, or safety hazards.

1. **Minimum Qualifications**

* Valid Driver’s license.
* Knowledge of materials, equipment, and methods used in the cleaning and upkeep of building and grounds.

1. **Education & Experience**

* High School Diploma or equivalent.
* Custodial experience and building maintenance preferred.

1. **Supervisory Responsibility**

* Reports to County Commissioner with Personnel Portfolio holder.
* Supervises assistant custodian

1. **Position Type/Expected Work Hours**

* Full-time position: Monday thru Friday, 8:00 am – 4:30 pm.

County department heads and supervisors reserve the right to amend the functions assigned this position, either temporarily or permanently, at any time as they determine the best interests of their departments. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

**Equal Opportunity Employer:**

The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services and complies with the provisions of North Dakota Human Rights Act.