

BROADWATER COUNTY
Job Description

CLASS TITLE: Custodian

DEPARTMENT: Maintenance

ACCOUNTABLE TO: Building Maintenance Supervisor

PRIMARY OBJECTIVE OF POSITION: Under general supervision, keeps assigned buildings clean and orderly. Work may vary requiring individual judgment following established standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements include walking, bending, stooping, climbing, and lifting up to 50#s (greater with assistance).
- Work is generally performed in the building and is controllable, although may be performed outside under adverse weather conditions.
- Exposure to chemicals may be present.
- Ability to follow written and oral instructions.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Sweeps, mops, buffs, scrubs, strips, and waxes floors where applicable;
- Dusts and polishes furniture and wood work;
- Cleans, sanitizes and replenish restrooms and break rooms, and replenishes supplies;
- Empties and cleans waste receptacles;
- Empties trash and garbage;
- Vacuums floors;
- Cleans windows, sanitizes handrails and door handles;
- Performs minor courthouse repairs;
- May perform other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Some experience desired
- High school graduation or its equivalent
- Possession of a valid Montana Operator's License

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Washes walls, vacuums, mops, dusts, sweeps floors, and does general building custodial care;
- Performs other duties as needed or as directed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

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