

Building Maintenance and Custodian

Building Maintenance –Definition: Under direction, supervises in the maintenance and repair of County Buildings, electrical and plumbing systems, heating and air conditioning unit, and County Building's fixtures, equipment, and vehicles.

Duties: Mowing, raking, fertilizing and waters lawns and shrubs. Dusting, polishes, cleans and arranges furniture and equipment. Washing windows and blinds, mops, sweeps, scrubs and polishes floors. Vacuums where necessary. Collects and disposes of trash and recycling. Takes care of returning pop cans from County buildings when needed. Cleans restrooms and replenishes supplies. Replaces light bulbs, cleans and polishes brass and other metal works. Removes snow and ice from sidewalks and parking lots. Maintains the electrical system, including appliances, cords and switches to guarantee safe functioning, insures that all plumbing fixtures are functioning properly. Inspects the heating and cooling systems annually to assure of proper operation, performs repair work to the interior and exterior of the buildings and walks to insure their good repair, checks locks, closures, hinges and handles on all doors to maintain proper operations, inspects all motor driven equipment for correct functioning. Knowledge of fire alarm system and phone system. Paint equipment or structures to protect and beautify them. Maintain inventory of supplies and materials used and order needed supplies. Approval and coding of bills to be paid. Obtain certification to maintain boiler system. Maintains all equipment and tools needed to perform duties. Cleans and maintains county vehicles and occasional maintenance on Sheriff Deputy's squad cars. Basic delivery and set up of election equipment and any other help as needed at election time.

Maintenance and custodial employees work at the discretion of the Board of Supervisors. Since the Board is not always available to monitor the day-to-day operations of building employees, the County Auditor has the authority to make sure all day to day operations are completed, as well as small projects the Auditor deems necessary for the buildings and grounds.

Entry Requirements: Required knowledge, ability and skills to maintenance and custodial work. Knowledge of the practices, tools and materials involved in the performance of semi-skilled task within the work area assigned. Ability to perform assigned task without close supervision, ability to perform manual labor for extended periods of time and under unfavorable conditions. Must hold a valid driver's license. Must be able to lift fifty- (50) lbs. Must be able to pass a pre-employment physical and functional capacity test. Ability to understand written and oral instructions, ability to establish and maintain effective working relationships with fellow employees and the public. Skills to the use and operations of various types of hand tools and automotive equipment.

Minimum Education, Training and Experience: Completion of high school. Four (4) years of experience in building maintenance work, (or) any equivalent combination of education and work experience.