

**POSITION DESCRIPTION
COUNTY OF RUSH, INDIANA**

POSITION: Shop Custodian
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m., to 4:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: April 2017

STATUS: Full-time

DATES REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Rush provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Shop Custodian for the Rush County Highway Department, responsible for cleaning and maintaining assigned buildings and performing a variety of custodial tasks.

DUTIES:

Maintains appearance and cleanliness of assigned buildings and offices, including, but not limited to, sweeping, mopping, and buffing floors, vacuuming carpets, dusting furniture, desks and woodwork, cleaning windows and doors, and emptying trash containers.

Cleans and sanitizes restrooms, including sweeping/mopping floors, cleaning toilets, sinks and mirrors, and emptying trash containers. Restocks soap and paper supplies as needed.

Maintains inventory of cleaning supplies, ordering items as needed to ensure adequate supplies are available, and unloading incoming stock.

Monitors buildings, furniture, and equipment, providing minor repairs as needed.

Performs general maintenance in a variety of electrical areas, including replacing bulbs, outlets and switches.

Ensures that doors are locked and lights are turned off at the end of every day.

Maintains grounds and walkways, including mowing, trimming trees and shrubs, sweeping sidewalks, picking up trash, clearing snow and ice/applying salt in winter months, and providing emergency work for county roads.

Operates a variety of hand and/or power tools/equipment in performance of duties, including, but not limited to, hammer, screw drivers, wrenches, driver, ratchet, files, mop, broom, steam cleaner, delivery truck, and skid loader.

Answers telephone and radio, determining nature of call, providing information and assistance, taking messages, and/or routing calls to appropriate individual or department.

Performs a variety of duties related to unloading stock, trucks, and placing used tires in Department storage area.

Assists County in performing emergency work on roads, as required.

Attend all meetings as required.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Must be at least 18 years of age.

Ability to meet all Department hiring requirements, including passage of a drug test.

Working knowledge of and ability to make practical application of Department safety policies and procedures and basic janitorial and sanitation requirements for assigned areas of responsibility.

Knowledge of safety precautions and practices applicable to working with a variety of cleaning chemicals, with ability to read and understand equipment manuals and label directions for correct mixing and use of cleaning supplies.

Ability to operate a variety of hand and/or power tools/equipment in performance of duties, such as hammer, screw drivers, wrenches, drills, air nozzle, air compressor, driver, ratchet, files, mop, broom, steam cleaner, fork lift, pressure washer, grinder, drill press, delivery truck, and skid loader.

Ability to work alone with minimum supervision and with others in a team environment, occasionally under time pressure and at a strenuous pace, and on several tasks at the same time.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to, or confidentiality of, Department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.

Ability to apply knowledge of people and locations.

Ability to count/make simple arithmetic additions/subtractions.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs standard custodial duties with work priorities and schedules primarily determined by a flexible, customary routine. Assignments and objectives are set jointly by Incumbent and supervisor following standard operating procedures. Incumbent has some degree of flexibility in the job. Work errors are primarily detected or prevented through following standard safety procedures.

Incumbent reports directly to Office Manager.

III. PHYSICAL EFFORT:

Incumbent performs duties in an office building, storeroom, outdoors, and garage/shop, involving standing/walking for long periods pushing/pulling objects, reaching, bending, crouching/kneeling, hearing sounds, close/far vision, color perception, lifting/carrying objects weighing over 80 pounds, and handling/grasping/fingering objects. Strain is not prolonged and effort is exerted for short to moderate periods of time, usually in connection to such duties as moving office furniture and clearing snow/ice from walkways.

IV. WORKING CONDITIONS:

Incumbent performs duties in both indoor and outdoor settings, involving exposure to cleaning chemicals, shop/garage chemicals, fumes, dust, dirt, grease, power equipment, excessive noise, varying weather conditions, extreme temperatures, and slippery surfaces. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent wears protective clothing as needed, and occasionally works in high places, such as working from ladders. Incumbent occasionally works extended hours, and occasionally travels out of town for parts, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Shop Custodian for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name