Building & Grounds Maintenance Custodian

Bedford County, Tennessee

**Department:** Maintenance **Full Time/Part Time:** Full-time

**Position:** Custodian **Status:** Non-Exempt

**Job Summary:** The position of Custodian is responsible for performing semi-skilled and skilled janitorial tasks to provide employees and visitors of all county owned public facilities a clean and safe place in which to work and visit. The position of Custodian is responsible for maintaining the cleanliness of all county buildings and premises assigned, including sidewalks, driveways, and parking lots. This position reports directly to the Bedford County Director of Maintenance.

**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.*

* Strength and stamina to perform sustained physical labor including lifting, carrying, bending, siting, standing, stooping, climbing, kneeling, reaching, pushing and pulling, twisting, turning, balancing, and grasping.
* Strength to lift and maneuver objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects up to twenty five (25) pounds.
* Ability to move the hands and accurately manipulate small objects with the fingers
* Ability to move the hand and foot coordinately in response to visual stimuli
* Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color
* Ability to make visual comparisons in order to see slight differences in shapes and shadings
* Vision to read printed materials and hearing and speech to communicate in person or over a radio or telephone

**Work Environment:**

* Work is performed primarily indoors with exposure to various temperatures and all weather conditions when work is performed outdoors
* Exposure to limited risks associated with custodial job responsibilities including exposure to dust, noise, varying temperature, and cleaning supplies
* Local travel in county vehicle to county departments

**Essential Functions:**

*Essential and other important responsibilities and duties may include but are not limited to the following:*

* Maintains neatness and cleanliness all county buildings and premises, including sidewalks, driveways, and parking lots
* Unlocks and secures county buildings and facilities as assigned
* Performs minor painting assignments as assigned
* Shovels and/or sweeps and maintain steps and walkways as needed
* Moves furniture in buildings as required.
* Maintains cleanliness of floors by regular sweeping, mopping, vacuuming, waxing, buffering as required
* Washes all the windows inside and out
* Replaces trash liners in office waste cans and disposes of trash bags regularly; complying with laws and procedures for the storage and disposal pf trash, rubbish, and waste
* Maintains inventory of supplies and equipment and reports to supervisor when supplies need to be replenished
* Cleans bathroom facilities as required
* Reports necessary repairs promptly to the appropriate personnel
* Performs other duties as assigned

**Additional Functions:**

*Any one position may not include all of the listed duties or duties to be assigned and performed by the employee*

* Ability to work well with others
* Maintain an orderly work environment and perform tasks in prescribed and safe manner
* Ability to be flexible and receptive to change
* Work effectively both independently and as a part of the team
* Implement all safety protocols at all times
* Ability to prioritize tasks and make independent judgement decisions when necessary
* Ability to communicate effectively both in oral and written forms
* Meet the physical requirements of the job

**Additional Knowledge of Job Functions:**

* Knowledge of Safety Protocols including TOSHA and OSHA regulations
* Knowledge of operations of various types custodial equipment necessary to perform essential functions of the job

**Minimum Qualifications:**

* High School Diploma or GED diploma, preferred
* Two (2) years’ experience preferred in maintenance skills and the capacity and willingness to be trained
* Must successfully pass all pre-screen backgrounds checks, physical, and drug screen
* Successful completion of a 90 working day probation period

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Custodian for Bedford County Government (Full-Time) 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 for employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities, and any subsequent revisions.

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Signature Date

*\*\*Bedford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*