

# AUGLAIZE COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

Cover Page 1 of 2

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<b>Agency:</b>	Board of Commissioners	<b>Employee Name:</b>	
<b>Class Title:</b>	Custodial Worker	<b>Position Title:</b>	Janitor/Housekeeper
<b>Class Number:</b>	42111C	<b>Position Number:</b>	01:900102.0
<b>Dept./Div.:</b>	Maintenance	<b>Civil Service Status:</b>	Classified
<b>Unit:</b>	Janitorial	<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Maintenance Supervisor	<b>FLSA Status:</b>	Nonexempt
<b>EEO Status:</b>	(08) Service/Maintenance	<b>DOT/O*Net Code:</b>	381.687-014
		<b>Normal Work Hours:</b>	Weekdays Varies

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### GENERAL DESCRIPTION:

Under general supervision of maintenance supervisor, performs duties to provide care, cleaning, and maintenance of county buildings, furniture, and fixtures.

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school or GED), plus five (5) months of janitor/housekeeping experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Vacuum cleaner, buffer, brooms, dust pan, bucket, mop, and other commonly utilized cleaning equipment; motor vehicle.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43017

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)

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<b>Dept./Div.:</b>	Maintenance	<b>Reports To:</b>	Maintenance Supervisor
<b>Unit:</b>	Janitorial		

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 90%
- (1) Performs a variety of custodial/janitorial tasks in order to ensure the cleanliness of county buildings, offices, and facilities (e.g., dusts baseboards, furniture, and fixtures; vacuums carpets; sweeps, mops, buffs, strips, and waxes floors; empties receptacles; washes walls, windows, woodwork, mirrors, and equipment (e.g., refrigerators, etc.); cleans and sanitizes restroom areas in county buildings (e.g., cleans and disinfects sinks and toilets; applies chemical cleaning agents; cleans windows; mops floors; empties trash; restocks toiletries and paper products; etc.); reports need for equipment repair to maintenance supervisor; reports evidence of fire, illegal entry, and theft of property; evaluates equipment and supply needs; stocks supplies on cleaning carts and in store closet; initiates purchase requisitions for supplies as needed; recommends major purchases as needed to maintenance supervisor; drives motor vehicle in a safe manner abiding all traffic laws to gain access to county buildings, offices, and facilities.
  - (2) Maintains required licensures and certifications.
  - (3) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
  - (4) Attends professional education and training sessions, seminars, and workshops as directed.

#### OTHER DUTIES AND RESPONSIBILITIES:

10% Performs other duties as required.

#### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** department policies and procedures\*; custodial methods and techniques; housekeeping; proper lifting techniques.

**Skill in:** custodial equipment operation; motor vehicle operation.

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<b>Unit:</b>	Janitorial		

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**Ability to:** carry out instructions in written, oral, or picture form; perform basic addition and subtraction; complete routine forms; communicate effectively; recognize safety warnings; work alone on most tasks; utilize cleaning materials; travel to and gain access to work site.

### POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

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