

## **POSITION DESCRIPTION**

**JOB TITLE: MAINTENANCE CUSTODIAN I**

**DEPARTMENT: MAINTENANCE**

**DIRECT REPORT TO: MAINTENANCE SUPERVISOR**

**GRADE: 5**

**SALARY RANGE:** See current wage scale

**POSITION:** Full Time, Non-Union, Non-Exempt

**A: ESSENTIAL FUNCTIONS AND GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES**

This position consists of general maintenance and custodial duties. Responsible for maintenance and repair of buildings, grounds and equipment. This position also assists the Maintenance Worker II and provides custodial duties reports to Maintenance Supervisor and the Building Committee.

**-Perform minor semi-skilled building maintenance and repairs such as:**

- 1. Plumbing, carpentry, mechanical and other unskilled and semi-skilled trades work. Painting, including prep work i.e.: cleaning spackle, plaster work,**
- 2. Repairs and maintains a variety of tools and equipment such as mowers, i.e.: oil change, lube, blades replacement, etc. Clean and perform minor maintenance on custodial equipment.**
- 3. HVAC i.e.: performs maintenance to air handlers, filters, belts, lube, boiler blowdown, chemicals, switch over, and resets, etc.**
- 4. Operates light duty equipment and machinery, i.e.: mowing, snow removal equipment and power tools: floor machines, carpet cleaners.**
- 5. Performs preventative general repair and maintenance work on structures and physical facilities i.e.: cement work, lining parking lot, eyewash stations, and drain compressors.**
- 6. Performs minor repairs on desks, furniture, doors/windows and carpet repairs.**
- 7. Response to emergency call-in for snow removal and other emergencies.**
- 8. Assists in interior modifications such as installing bulletin boards, shelves, pictures, etc.**
- 9. Reports the need for maintenance, repairs on facilities or grounds.**

**B****Custodial Job Duties**

- Empty, clean, and line waste receptacles and disposes of trash. Collects and processes recyclables.
- Cleans and sanitizes restrooms, replenishes supplies, and cleans spills, drinking fountains, and fixtures, etc.
- Sweeps, mops, scrubs, strips and wax floors.
- Vacuums offices and hallway carpets, cleans carpets using a variety of carpet cleaning equipment and techniques.
- Picks up, receives and delivers materials and supplies. Moves and arranges office furniture.
- Cleans up spills, flooding or other emergencies.
- Replaces light tubes or bulbs, clean fixtures.
- Washes exterior/interior windows, walls, partitions, etc.
- Open and closes, lock and unlock facilities as needed.
- Maintains grounds including mowing lawns, fertilizing, watering, filling holes, weeding, trimming trees and shrubs, raking, picking up debris.
- Removes bio-hazardous wastes from temporary holding containers.
- Maintains custodial supply areas in a clean and orderly manner.
- Refills chemical bottles, follows label instructions to mix and dilute cleaners, disinfectants and other materials to ensure proper strength for use.
- Perform related duties as required

**C:****QUALIFICATIONS/EDUCATION/EXPERIENCE**

The essential job functions require continual and daily standing, walking, stooping, reaching, kneeling, crouching, climbing, balancing, bending, twisting, and some sitting. For tactile and safety reasons, feeling is required. Talking, hearing, far vision and near vision are required for some tasks. Lifting and handling of objects from 50 to 80 lbs in such cases of, paper, furniture, etc., either alone or with assistance is required.

Workplace conditions vary from outside in all weather, to inside and include exposure to cold, heat, wet/humid, very loud noise, vibrations, mechanical, electrical and chemical hazards. This is a physically demanding position. Training on exposure to blood borne pathogens will be provided and Hepatitis B vaccine will be

offered in accordance with DIHLR regulations.

Graduation from High School is desirable and some experience with custodial and maintenance duties.

**-Abilities**

1. Follow oral and written instructions
2. To effectively communicate in oral and written form
3. To establish and maintain effective working relations with co-workers and general public
4. To operate, adjust and control mechanical apparatus found in building operations
5. To exercise independent good judgment
6. To climb and work on scaffolds, step ladders, extension ladders and roof ladders
7. Knowledge of occupational hazards and safety procedures
8. Knowledge of semi-skilled carpentry, plumbing, painting and electrical work
9. Knowledge of building and grounds maintenance equipment, tools and procedures
10. Knowledge of HVAC equipment
11. Knowledge of modern cleaning methods, materials, tools and equipment
12. Ability to work flexible hours including weekends

**I: Possession of a valid Wisconsin Drivers License**

**II: Willingness to work shift as assigned**

**III: Due to access to offices with a high degree of confidentiality, responsibility and personal integrity is expected**

**D. EQUIPMENT USED**

Utilizes the following equipment: Equipment: vacuum cleaners, buffer, burnisher, lawn tractor, mowers, trimmers, snow blowers, floor machines, waxing equipment, hand tools, power tools, air compressor, paint striper, cord drill, cut off saw, sawzal, light and moisture meters, computer, telephone, two way radio. Required to drive vehicles. PPE usage when necessary.

**EEOC/AA/ADA**

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

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