



Maintenance Custodial II

Public Works

Position # : PWD 1248
FLSA: Non-Exempt
Grade: 10

JOB SUMMARY

This position is responsible for performing custodial duties to include County owned buildings and grounds, including some minor maintenance and repair functions.

ESSENTIAL FUNCTIONS

- Cleans, sweeps, mops, waxes, and polishes floors by hand or machine; vacuums and cleans carpets.
- Washes windows, screens, sills, woodwork, doors, desks, walls and ceilings.
- Cleans and sanitizes rest rooms, dusts and vacuums rooms, locks and unlocks doors; moves equipment and furniture.
- Collects and disposes of waste, shovels snow, maintains outside sidewalks, and assists in keeping outside walks and access in an orderly condition.
- Changes light bulbs and fluorescent tubes.
- Provides maintenance and minor plumbing repairs to restrooms.
- Performs some repair and maintenance of buildings by painting walls and trim; replacing damaged ceiling tiles, repair carpet tiles.
- Collects litter and garbage from County property.
- Maintains assigned tools and equipment; makes minor repairs.
- Ensures compliance with safety policies and procedures.
- Responds to after-hours emergencies as scheduled by supervisor.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of cleaning and waxing compounds, heating and ventilation equipment, snow blowers, floor buffers and custodial equipment, and basic tools utilized in building maintenance.
- Skill in operation of various small hand tools.
- Knowledge of department and County policies and procedures.
- Knowledge of equipment operation and custodial principles.
- Skill in planning, organization, and decision making.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Maintenance Custodian is assigned work from the Facilities Manager. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include equipment operation manuals and County and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related janitorial and maintenance duties. Frequent interruptions contribute to the complexity of the work.
- The purpose of this position is to ensure County buildings are clean, maintained and safe. Successful performance contributes to safe, attractive and well-maintained facilities.

CONTACTS

- Contacts are typically with co-workers, other County personnel, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts objects lifts light and heavy objects. The employee climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Supervise and provide direction for Maintenance Custodian I in the absence of Facilities Manager.

MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- Employee must occasionally lift and/or move up to 75 pounds.
- Employee may be exposed to wet and/or humid conditions, fumes or airborne particles and cleaning chemicals.