

**POSITION DESCRIPTION
COUNTY OF BARTHOLOMEW, INDIANA**

POSITION: Custodian
DEPARTMENT: Jail
WORK SCHEDULE: As assigned
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: June 1992
DATE REVISED: March 2016

STATUS: Full-time
FLSA STATUS: Non-exempt

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

Incumbent serves as Custodian for the Bartholomew County Jail, responsible for performing a variety of janitorial duties.

DUTIES:

Performs general cleaning, such as emptying trash, dusting, polishing metal fixtures, and mopping, vacuuming, waxing, buffing, and stripping floors, and cleaning elevators and stairs as needed.

Cleans restroom facilities and water fountains, restocking soap and paper supplies, and wiping counter tops and tables.

Completes basic maintenance as needed, including changing light bulbs, painting, sweeping and hosing outside walk ways, mowing and trimming, shoveling snow, and washing windows, walls, and blinds. Maintains building water softeners.

Monitors building heating and cooling systems and assists as needed with completing basic carpentry, plumbing, electrical, and security system repairs.

Prepares rooms for classes and meetings, moving office furniture and equipment as requested by Jail personnel.

Identifies facility and equipment repair needs, making minor repairs and/or notifying supervisor of repair needs accordingly.

Monitors inventory of paper and cleaning supplies, and notifies supervisor of supply needs and special projects.

Maintains communication with County personnel to schedule and coordinate custodial needs and special projects.

Completes work orders, daily time sheets, and maintenance and repair documentation as required.

May transport supplies and equipment as directed.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

Must be at least 18 years of age.

Ability to meet all employer and department hiring requirements, including passage of a drug test and polygraph exam.

Working knowledge of basic janitorial, custodial, and sanitation requirements, with ability to effectively complete assigned duties and apply appropriate procedures accordingly.

Basic knowledge of carpentry, plumbing, electrical, and heating and cooling systems, with ability to identify system problems and assist with repair procedures accordingly.

Knowledge of applicable safety and security practices and procedures with ability to take proper precautions and assure personal safety of self, co-workers, detainees, and County personnel and visitors.

Knowledge of standard English grammar, spelling and punctuation and ability to prepare time sheets, maintain service records and read and understand work orders and product labels.

Ability to effectively communicate orally and in writing with co-workers, other County departments, detainees, and the public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to operate all assigned tools and equipment, including mop, broom, vacuum cleaners, buffers, and basic hand tools.

Ability to operate all assigned machinery and equipment, including, but not limited to, mechanical lift, lawn equipments and snow blower.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

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

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to perform arithmetic calculations.

Ability to occasionally work extended, weekends and/or evening hours.

Ability to respond to emergencies on 24-hour basis.

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

II. RESPONSIBILITY:

Incumbent receives specific work assignments and instructions, exercising discretion to determine some work priorities and refer all equipment problems, security concerns, and unusual situations to supervisor. Incumbent must exercise care and skill to assure accurate completion of duties and protection of building, fixtures, equipment, and personnel at all times. Incumbent's work is reviewed in progress to ensure compliance with safety and procedures, and supervisory instructions.

Incumbent reports directly to Officer in charge by chain of command.

III. PHYSICAL EFFORT:

Incumbent lifts and carries moderately heavy supplies and equipment, performing many functions that require working on ladders, bending, stooping, stretching and prolonged standing. Although incumbents work requires sustained physical effort, prolonged or intense physical strain is not usually associated with normal operations.

IV. WORKING CONDITIONS:

Incumbent performs maintenance duties inside and outside, working with and around ladders, dust, grease, inclement weather, slippery surfaces, moving parts, excessive noise, and potentially hazardous cleaning materials. Incumbent also maintains contact with Jail detainees, and safety precautions must be followed at all times to ensure safety and security of self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Custodian for the Bartholomew County Jail 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/Type name