



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Custodian	Posting Dates:	
Department/Address:	Delaware County Regional Sewer District (DCRSD) (AFSCME #8)	Position Type:	Full Time
Typical Work Schedule:	7:00am – 3:00 pm Mon –Fri	Pay Range:	County Compensation Plan
Contact Information:	740/833-2120	FLSA:	Hourly, non-exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		

Objectives

Individual is responsible for the cleaning of offices and performing other custodial duties in and outside of the buildings. Individual reports to the Operations Manager.

Job Standards

High school education or GED plus related work experience.

Possession a valid Ohio Driver’s License and acceptable driving record is required. Must meet and maintain qualifications for driving on County business at all times.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Unlocks and locks buildings and turns lights on and off;
- Cleans, sanitizes, and stocks restrooms with paper products and supplies as needed;
- Empties waste baskets and disposes of trash as needed;
- Occasional disposal of body fluids;
- Vacuums, dusts, washes, and sweeps to keep offices and halls clean;
- Buffs floors with high speed buffer;
- Replaces light bulbs;
- Washes windows and baseboards;
- Cleans refrigerators;
- Mows grass and uses trimmer, mulching, landscaping;
- Ability to manage the inventory of cleaning products and paper supplies;
- Cleans process equipment;
- Paints soiled or discolored walls, furniture and buildings;
- Overtime as required;
- Performs any related essential functions as required;
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs any related Essential and Non-Essential functions as required by the Director or their designee.

SKILLS AND KNOWLEDGE:

Equipment:

- Ability to use hand tools including, but not limited to, brooms, mops, dust pans, mop bucket;
- Ability to use powered equipment including, but not limited to, vacuum cleaner, floor buffer, mower, weed eater, gas powered trimmers;
- Individual uses rubber gloves and eye and ear protection for safety.



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Critical Skills/Expertise:

- General knowledge of rules, regulations, and guidelines regarding cleaning practices and procedures;
- Ability to understand Safety Data Sheets for all cleaning chemicals used at facilities;
- Ability to follow written instructions regarding proper use and care of power equipment and preparation, storage and proper use of cleaning agents;
- Ability to define and solve problems collects data, establish facts, draw valid conclusions using judgment and analytical skills;
- Ability to communicate effectively, both orally and written;
- Ability to work independently and to set and achieve goals;
- Ability to organize and maintain information and paperwork;
- Ability to effectively program plan independently and in collaboration with other staff units and outside agencies;
- Ability to distinguish the different locations of each facility in the district and to follow a proper time management plan to ensure that all assigned work is completed in a timely manner;
- Thorough knowledge and adherence to follow safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

RESPONSIBILITY:

Individual is given general direction in following established practices and policies. Supervisor provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

PHYSICAL EFFORT:

Physical Requirements: Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.

WORKING CONDITIONS:

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

PERSONAL WORK RELATIONSHIPS:

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with supervisors, co-workers, subcontractors, and other departmental personnel.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Custodian

PCN#: 1192019303
 Job Code: 21108
 Skill Level: Custodian SPECAT
 Wage:
 FLSA Status: Non-exempt
 Civil Service Class: Classified

Adopted by Resolution: 3/10/14