

## Franklin County Position Description

**Position Title:** Custodian/Maintenance

**Department:** Maintenance

**FLSA Status:** Nonexempt

**Reports to:** Facilities Manager

**Effective Date:** 02/07/2024

### **Job Summary:**

Under the supervision of the Facilities Manager, responsible for performing semi-skilled work in the cleaning and upkeep of the County buildings and grounds.

### **Essential Job Functions:**

- Cleans courtrooms, offices, furniture, washrooms, toilets, and special purpose rooms; polishes furniture, floors, and metalwork
- Operates various types of cleaning equipment, both mechanical and electrical, to remove soils, stains, and other debris from assigned areas
- Washes and dusts woodwork and windows; cleans floors daily by sweeping, vacuuming, and mopping; cleans tables and sinks
- Performs seasonal tasks: installing and removing seasonal equipment
- Performs special cleaning, furniture rearrangement, and assists with setup for special projects/functions, as required
- Operates and maintains equipment in a safe, orderly, and efficient manner
- Uses chemicals and supplies according to standards to ensure safety and efficiency
- Empties trash and garbage, using safety procedures to comply with hazardous waste requirements
- Shovels snow, operates snowblower, removing ice and snow from walkways and sidewalks; spreads chemicals for ice control.
- Performs general maintenance on, and cares for the courthouse tower clock.
- Mows lawns, rakes, sweeps, prunes shrubs, and performs overall grounds maintenance at the County Courthouse and the monument.
- Performs minor repairs and maintenance, including painting, and rough carpentry; informs supervisor when outside contractor services are required
- Replaces light bulbs and unstops lavatories and toilets
- Ensure proper handling of trash, garbage, and other potential biohazards

**Other Duties and Responsibilities:**

- Opens the building in the morning, and ensures that the building is closed and secure after hours
- Responds to building emergencies, as necessary
- Promotes and maintains responsive community relations
- Performs other related duties, as required or assigned by the Facilities Manager

**Required Knowledge/Skills/Abilities:**

- Knowledge of the customary practices and procedures to be followed in the performance of routine building maintenance activities, including carpentry, painting, landscaping, snow removal
- Skill in the operation and maintenance of basic equipment used in work duties. With special equipment operation, training will be provided.
- Ability to read, write, and communicate routine information
- Knowledge of basic good housekeeping practices in maintaining building cleanliness and good order
- Knowledge of the proper use and application techniques for cleaning products and equipment
- Ability to perform simple manipulative skills such as sweeping, cleaning, and emptying trash
- Ability to understand and follow oral and written instructions
- Ability to perform repetitive cleaning tasks
- Ability to establish and maintain effective working relationships with others
- Ability to work outside throughout the year in inclement weather situations.

**Education and Experience:**

- Knowledge of general maintenance and housekeeping activities
- High school diploma, or equivalent, and up to three months of related experience, or equivalent combination of education and experience

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>	<b>x</b>			
<i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>		<b>x</b>		
<i>Standing/Walking: Must be able to move about the department.</i>				<b>x</b>
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				<b>x</b>
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>				<b>x</b>
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>				<b>x</b>
<p><i>Working Conditions: Normal working conditions absent extreme factors.</i></p> <p><i>Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.</i></p>				

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***

*Approval Signatures:*

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Commissioner Brann

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Commissioner Harvell

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Commissioner Carlton