

# Barnes County Job Description

## Custodian/Maintenance I

Grade 7

### SCOPE OF WORK:

Individuals in position assigned this classification are responsible for performing custodial work and services required for the cleaning and maintenance of facilities and grounds at the discretion of the Environmental/Building Department Head.

### DUTIES PERFORMED:

- Responsible for assisting in the maintenance and repair of the boiler (heating) system.
- Observe established safety practices and procedures in working with chemicals, materials and equipment commonly used by this department.
- Sweep, mop, scrub, seal & wax floors and other surfaces as needed.
- Vacuum carpets and rugs.
- Move furniture, supplies and equipment.
- Collect and dispose of wastepaper and other waste products. In the process of performing this duty, it may happen that sensitive materials might be viewed, and it is imperative that these confidential materials remain completely confidential.
- Is responsible for assisting in all snow removal and tree & lawn maintenance on the courthouse grounds.
- May require painting and/or assorted cleaning projects as required by department head.
- Assists in handling the general maintenance, upkeep and installation of all window unit air conditioners.
- On occasion, orders cleaning & maintenance supplies.

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| <b>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</b> |
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### MINIMUM QUALIFICATIONS:

- Requires completion of high school or GED or one year of custodial or facility maintenance. Experience in custodial work is preferred but not required. A working knowledge of cleaning products and chemicals is required. This position must also be flexible concerning working hours and duties and be able to work well with individuals regarding the use of common courtesy.
- Must have a valid driver's license.

- North Dakota Attorney General background check.
- Pre-employment Drug Screening.
- Read and follow Material Safety Data Sheets (MSDS).
- Keep maintenance logs of work performed.
- Perform minor plumbing and carpentry jobs.
- Address electrical issues and report to supervisor.
- Skills in operating heavy equipment and power tools are necessary along with the ability to plan, organize, and work independently.

SUPERVISION RECEIVED/EXERCISED:

This position is under the direct supervision of the Environmental/Building Department Head.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- This position performs duties in both indoor and outdoor environment. This position could possibly be on a rotating schedule of 6 AM to 3 PM and/or 9 AM to 6 PM. On occasion may be required to work other or additional hours.
- During winter months, must be available for snow removal at different hours of the day/evening.
- The custodian must be able to climb multiple flights of stairs and lift, drag and pull at least 100 pounds. Other abilities required include stretching, reaching, bending, kneeling and the ability to climb ladders.

OTHER ASSIGNMENTS:

County Department Heads and supervisors reserve the right to amend the functions assigned to this position, whether temporarily or permanently, at any time as they determine in the best interest of their department. Further, employees may be assigned other or additional functions to fill in during the absence of other employees or vacancies in other positions.

Barnes County is accepting applications for a Custodian/Maintenance I. Position to remain open until filled. Starting wage: \$20.00 per hour. Applications & complete job description available through ND Job Service [www.jobsnd.com](http://www.jobsnd.com) or Barnes County website [www.barnescounty.us](http://www.barnescounty.us) or can be picked up at the Barnes County Auditor's Office, 230 4<sup>th</sup> Street NW, Room 202, Valley City, ND 58072. Applications can be mailed or dropped off at Barnes County Auditor's Office.