

Alcona County
Janitorial/Custodian Assistant
Position Description

1/25/19

Position Title:

Janitorial/Custodian Assistant

Basic Position Function and Purpose:

Performs a variety of Janitorial duties, but are not limited to; cleaning floors, restrooms, windows, hallways, offices (vacuuming, dusting, sanitizing). Performs Custodial Assistant duties, but are not limited to; monthly safety checks, assist with upkeep of building by: painting, yard work (mowing grass, trim mowing, pruning tree's, etc.), basic plumbing (repair faucets/toilets, fix clogged drains, etc.), basic electrical (replace bad lights, LED conversions, etc.), basic carpentry (adjust doors, fix trim, etc.), assist with office relocations & remodeling.

Reporting Relationships:

Reports to Building and Grounds Supervisor

Supervisory Relationships:

None

Essential Functions of the Position:

Perform Janitorial, Custodial, and Maintenance and Repairs on multiple buildings

Secures facilities, as needed

Keeps supervisor informed of the need to order supplies and/or equipment.

Performs grounds maintenance work including: cut grass, trim trees and shrubbery, water trees and flower beds; clears walk and steps of debris, ice and snow; sweeps driveways, curbing and sidewalks

Inspect grounds for equipment and determines need for equipment repairs.

Operates power equipment and other tools & equipment for building and grounds trades. Repairs and maintains mechanical equipment, as required.

Repairs and replaces lights & fixtures; heating and refrigeration parts; broken windows, screens and shaded; toilets, lavatories, faucets, tubs and other plumbing fixtures; defective pipes and other worn out or defective items.

Performs light carpentry, plumbing, and other installation and repair activities.
Repairs and maintenance on heating and cooking operations in county buildings.

Assembles desks, cabinets, bookshelves and other items.

Participates in training and development opportunities, as required.

Prepares and maintains and necessary record and/or reports.

Performs related activities and duties, as directed by supervisor

Typical Physical Demands:

Prolonged standing and walking, repeated bending, squatting, stooping, stretching and climbing of stairs and ladders. Exposed to hazards from use of electrical, electronic, mechanical and other equipment, toxic chemicals and gases. Requires lifting of over 50 pounds. Requires manual dexterity, ability to work under stressful emergency situations.

Typical Working Conditions:

Normal building and grounds environment. Exposed to various outdoor temperatures, noises, orders and chemicals when working in building and grounds function. Frequent contact with, staff of various departments within the County and with the public. May be called into work after normal working hours or be required to work overtime on an as-needed basis.

Required Knowledge, Skills and Abilities:

Graduation of high school or equivalent. Experience and training in performing responsible construction, maintenance and related skills for one year or more. General knowledge of various types of equipment and tools used in building and grounds trades. Physical ability to meet the demands and working conditions, as noted. Valid drivers' license and good driving record required to travel to office buildings, may occasionally be asked to use personal vehicle. Skill in establishing and maintaining effective working relationships and communication with staff, co-workers, contractors, elected officials, other government entities, and especially with the public.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned this position. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.