



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

<b>Job Title: Senior Custodian-Mobile Cleaning Crew</b>	<b>Job Code:</b>
<b>Reports to: Facilities Maintenance Supervisor</b>	<b>FLSA Status: Non Exempt</b>
<b>Department: Facilities Maintenance</b>	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **Position Overview:**

The purpose of this classification is to perform routine, manual work cleaning and maintaining supplies in County buildings. Employees in this classification perform recurring tasks in accordance with established practices and cleaning schedules. Position is responsible for ensuring County buildings are clean; stocking restrooms; and picking up and removing trash from buildings. You will have a crew to help you clean the interior and exterior of the county facilities.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Sweeps, mops, and waxes resilient and non-resilient flooring.

Vacuums and cleans carpets.

Dusts and polishes furniture, woodwork, and metal work.

Empties and cleans waste recycling receptacles.

Cleans mirrors and glass in windows, doors, and display cases.

Cleans and disinfects surfaces and fixtures in restrooms, kitchens and defrosts refrigerators.

Monitors quantities of materials and supplies used and replenishes them.



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**Job Title: Custodian**

**Job Code: 0715804**

Pressure wash the buildings and sidewalks.  
Ability to work off ladders and lifts.  
Ability to lift heavy furniture or equipment.  
Performs minor building maintenance.  
Completes routine records such as work orders.  
Reads and interprets directions and sketches.  
Drives a County vehicle as assigned by supervisor.  
Performs related work as required.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as assigned by Supervisor or Facilities Planner.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by 5 months previous experience and/or training involving custodial work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have a valid driver's license and a clean MVR.

### **PERFORMANCE APTITUDES**

#### **Data Utilization:**

Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

#### **Human Interaction:**



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Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

### **Equipment, Machinery, Tools, and Materials Utilization:**

Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of reference data and information.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, and division.

### **Functional Reasoning:**

Requires the ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

### **Situational Reasoning:**

Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

## **ADA COMPLIANCE**

### **Physical Ability:**

Continuous walking, reaching and handling; lifting and carrying objects weighing up to 25 pounds. FREQUENT standing, stooping, kneeling and crouching; reaching at and above shoulder height; pushing/pulling, twisting at waist; strong power or pinch grasp; upward and downward flexion of neck, side-to-side turning of neck; OCCASIONAL sitting, climbing, balancing, and crawling.



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### **Sensory Requirements:**

Some tasks require the ability to perceive and discriminate sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally. VISION to see in the normal visual range with or without correction; vision sufficient to see areas being cleaned, perform maintenance on equipment, prepare work orders and related paperwork and see Material Safety Data Sheets of toxic materials and chemicals.

### **Environmental Factors:**

Exposure to extreme heat and humidity; temperature swings from indoors to outdoors; extreme noise; vibration; moving mechanical parts; electric shock; fumes and odors of cleaning solutions; dust and toxic substances found in chemicals and cleaning solutions.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.