

SAGADAHOC COUNTY POSITION DESCRIPTION

Department: Facilities

Job Title: Custodian

Pay Grade: 2

Job Relationship:

- A. Responsible to: Facilities Supervisor
- B. Review and Approval of Work: Through direct observation of activities.

Employee Definition: Part-time

Hours: 12

Job Summary: Performs general laboring and maintenance work on County buildings and grounds.

Representative Duties and Responsibilities:

- Dusts, sweeps, vacuums, empties trash and recycling bins.
- Changes light bulbs, moves furniture, washes windows/blinds/floors
- Cleans restrooms which includes restocking of paper products and soap supplies
- Respond to requests for assistance/emergencies in the absence of the Facilities Supervisor.

This description is not an exhaustive list of duties and responsibilities associated with this position, but rather illustrative of the types of duties to be performed.

Working Conditions and Job Hazards:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this position, the employee is regularly required to reach with hands and arms. The employee is frequently is required to stand; walk; and use hands to finger, handle, feel or operates objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift or move more than 50 pounds. Specific vision abilities required by this job include close vision,

and the ability to adjust focus. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high places. The employee may be exposed to wet conditions, fumes/airborne particles and, rarely, toxic chemicals. The noise level is unusually moderate.

Specifications/Qualifications:

- A. Education and training: High school graduate or equivalent.
- B. The ability to work at a high degree of independence. Although procedures and policies are established, decisions must be made as to the correct procedures to follow and the appropriate order of performing tasks.
- C. Must possess a valid Maine driver's license.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

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

Reviewed By Department Head: _____ **Date:** _____

Approved By Commissioners: _____