

Job Description

Job Title: Custodian II

Job Code: 906161

Job Family: Infrastructure

Pay Grade: JC.12.11

FLSA: Non-Exempt

EEO: Service/Maintenance Workers

Department/Agency: Countywide **Position Number(s):** Multiple

Recommended Position Title(s): Custodian II

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Completes detailed cleaning including disinfecting surface areas; dusts, mops, sweeps and auto scrubs floors; washes windows, fixtures, floors and walls; dusts furniture, lockers, cabinets, walls, window sills, radiators, and other furnishings; dusts and washes blinds; empties trash receptacles; completes specialized floor cleaning tasks such as stripping, waxing, and buffing floors; shampoos, cleans, and dries carpets; performs maintenance of entryway runners and mats.
- Cleans and sanitizes toilets, urinals, sinks, hand dryers, and other surfaces; restocks inventory; assists in recycling efforts; responds to customer requests; prioritizes tasks based on supervisors' guidance.
- Uses, maintains, and properly stores floor maintenance equipment; completes biohazard clean-up by following specific disinfecting process.
- Completes paperwork, timesheets and equipment logs using computerized system.
- Follows key control guidelines; maintains/administers appropriate safety procedures in secured environments.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

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Minimum Job Requirements:

High school diploma or equivalent and one (1) year of related experience are required. One (1) additional year of related experience may substitute for education. Must pass a thorough criminal history screening and have a valid driver's license with an acceptable driving record.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Excessive standing and/or walking: 60%

Exposure to extreme temperatures, fumes and/or chemicals, heights, and loud noises.

Lifting weight: 50 lbs.

On call/stand-by work required.

Weather essential: Department Essential

Uniform Required

Wearing of goggles, rubber boots, rubber gloves and other PPE as required.

Position is required to respond to requests for emergency and afterhours work which will require work when the facility is closed (e.g. holiday, weekends, nights). This work will require overtime as needed.

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and /or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.