

Position Title: Full Time Building & Ground's Custodian Job Description

Reports to: Nemaha County Board of Commissioners

Starting date: as soon as available

Wage: \$16.00 per hour

#### Essential Knowledge, Experience and Ability

- Self starter, able to work with or without constant supervision.
- Knowledge of cleaning materials, methods, equipment and procedures.
- Knowledge of and the ability to perform the procedures utilized in minor maintenance work.
- Thorough knowledge of equipment, tools, and practices used in maintenance.
- General knowledge of heating, air conditioning and lighting.
- Ability to perform general maintenance.
- Knowledge of lawn and garden equipment.
- Knowledge of driving pickup and trailer.
- Knowledge of general building and maintenance.
- Knowledge of snow removal and snow removal equipment.
- Ability to follow both oral and written instructions.
- Ability to prepare and maintain simple records.
- Ability to learn repetitive duties quickly, prioritize them, and carry them through independently and responsibly.
- Ability to work efficiently and complete duties with minimum supervision.
- Basic knowledge of framing, finish carpentry, masonry work, and basic repair to buildings.
- Ability to establish and maintain positive rapport with commissioners, fellow employees and the general public.
- Perform preventive maintenance on mowing and snow removal equipment (i.e. changing oil, filters, greasing, fueling, sharpening blades, etc.)
- Ability to work from written and verbal instructions and work requests.
- Good judgement and decision making.
- Must be able to work with the public.
- Must be able to work a flexible schedule due to public safety emergencies.

Essential, Physical Demands and Typical Working Conditions:

- Occasional extended walking, heavy lifting, and working in cramped positions; requires considerable amount of walking, standing, kneeling, crouching, climbing, and stooping.
- Work may be performed outdoors year round and in inclement weather and requires the ability to tolerate a work environment that includes contact with dust, cleaning solvents, and chemicals.
- Work requires that employee be able to lift, carry, push and pull equipment and supplies weighing up to 75 lbs. in a safe and rapid manner and set up and climb free standing ladders.
- Employee must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment involved in the maintenance and repair of public facilities.

Employee is required to have a valid Nebraska Driver's license at all time.

Requires a high school education or equivalent.

New Hires will be placed on a probationary status for a minimum of six (6) months.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The county recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

## Standard for buildings:

### Daily

- Have courthouse opened by 7:30 a.m. and locked at 5:00 p.m. on business days unless otherwise instructed.
- Vacuum or sweep all floors and entrance floor mats.
- Empty all wastebaskets.
- Clean all entrance doors and windows leading into the buildings.
- Clean water fountains.
- Bathrooms – clean mirrors, sweep floor, clean and disinfect stools and urinals, sinks, partitions and walls as needed.
- Check paper products.
- Disinfect handrails and banisters.

### Weekly

- Clean and disinfect all tables and chairs in meeting rooms (as necessary).
- Scrub all floors and disinfect floors in bathrooms.
- Sweep, vacuum or mop floors in vaults.
- Order cleaning supplies as needed.
- Collect and set out recycling materials.

### Monthly

- Vacuum upholstered furniture
- Dust window ledges and blinds in each office
- Sweep and organize custodian work room.
- Clean all counters (as instructed by county official or office director).
- Dust wood work and banisters in hallways.

### Semi-Annual

- Shampoo carpets if needed.
- Dust ceilings for cobwebs in hallways and offices.
- Dust light fixtures in hallways and offices.
- Take down window treatments in offices and have cleaned.

**Maintenance Duties:**

- Change Light bulbs as needed.
- Patch and paint interior as needed.
- Work with contractor to provide maintenance for boiler and heat pumps.
- Work with elevator contractor to do requirement maintenance.
- Contact persons/companies for needed repairs of anything you are unable to repair.
- Clean and maintain all equipment used by custodian.

**Ground Duties:**

- Mow, fertilize, pesticides and weed killer as needed to keep lawn healthy and desirable appearance.
- Keep grounds free of trash and debris.
- Sweep sidewalks.
- Plant, weed, trim and water plants in landscaped beds.
- Replace flags as needed.
- Keep grounds and walks free of weeds.
- Snow removal: must keep all walkways/sidewalks clear of ice and snow during open courthouse hours. Must keep accurate documentation of snow removal and ice melt applications.

**Additional duties:**

- Required to take annual inventory.
- Must have knowledge of cleaning supplies, equipment, and their uses.
- Knowledge of yard maintenance and equipment.
- Knowledge of handyman type repairs and use of small types of tools.
- Change seasonal banners. Put up outside Christmas decorations and Christmas tree.
- Attend NIRMA trainings as instructed by commissioners.
- Work with the safety committee to insure safe working environment for all employees and safe environment for the public to conduct business at county buildings.

Nemaha County is an Equal Opportunity Employer  
and complies with the American with Disabilities Act in Hiring  
practice and is a Drug Free Workplace.