

Help Wanted Buildings & Grounds For Nemaha County Courthouse, Nebraska

Posting date: October 16, 2019

Job Title: Building & Ground's Custodian Job Description

Job Description: Application and job description is available at the Nemaha County Clerk's Office

Pay: \$16.00 per hour (3 month probation period)

Reporting to: Nemaha County Board of Commissioners

Application instructions: Submit to Nemaha County Clerk, 1824 N St Courthouse 201 Auburn NE

Closing Date & Time: 5:00 p.m., Friday, November 8, 2019

Veterans Preference: Position is subject to veteran's preference
Nemaha County is an equal opportunity employer

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.

Nemaha County
Equal Employment Opportunity Employer
[EXCLUDES CRIMINAL HISTORY INQUIRY]

Application for Employment
This application is good for 60 days or until the position is filled.

Nemaha County assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time Part-Time Regular Temporary

Have you ever been employed here before? Yes No If yes, give date: _____

Have you filed an application here before? Yes No If yes, give date: _____

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____ Work Telephone Number: _____

Position Applied For: _____ Date Available for Work _____

How did you learn about the job you have applied for? (Be specific as to the source.) _____

Are you legally authorized to work in the United States? Yes No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

This position is subject to a veterans preference. Are you eligible for and requesting a veterans preference? Yes
[A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her Application for employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.]

EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	
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Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
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Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	

EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12 College: 1 2 3 4 5 ____ Did You Graduate? __ Yes __ No

Post- High School	Name of School	From	To	Major	Degree Type
College/University					
Graduate School					

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- Typing Word Processing Data Entry PC/Computer Terminal
 Calculator/Adding Machine Dictation Equipment Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: _____

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number
Granted by	City and/or State
Specialty	Licensed From: To:

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy. I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Nemaha County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Nemaha County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

**SIGN
HERE**

Applicant's Signature (Use Ink)

Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.