

Pulaski County Government
Job Description

Job Title: Custodian

Department: Government Buildings

FLSA Status: Non-Exempt

Reports To: Commissioner

Classification: Part-Time

Revision Date: 07/24/2020

SUMMARY:

The buildings custodian is responsible to maintain our county office facilities. The ideal candidate will be experienced in a custodian role focused on building upkeep. They will have a great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance jobs.

QUALIFICATION REQUIREMENTS:

- Proven experience as custodian, janitor or in a similar role
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness
- Very good physical condition and strength

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Ensure spaces are prepared for the next day by taking out trash, tidying furniture, and dusting surfaces
- Sweep and mop floors and vacuum carpets
- Wash and sanitize toilets and sinks and restock disposables (soap, paper products)
- Clean mirrors and windows
- Maintain outer premises but cleaning entrances, removing debris, watering plants
- Perform maintenance and minor repairs (replacing broken switches, fixing handles, minor leaks, etc.)
- Report major damages and oversee repair work
- Undertake interoffice tasks (deliver supplies, move items including furniture, assemble office furniture)

KNOWLEDGE, SKILLS, AND ABILITIES:

The custodian must be knowledgeable of the following principles, procedures, and concepts:

- Excellent communication skills, both written and oral.
- Interpersonal and customer service skills.
- Ability to maintain records and make reports.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The custodian should possess, at a minimum, a High School Diploma or GED; and experience in janitorial duties; or any equivalent combination of education and experiences which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator's License.
- Must be willing to work occasional weekends and after hours.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

None.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts, such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

This position has a high visibility of behavior. The employee must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions. While performing the duties of this job, the employee is sometimes required to perform a variety of tasks involving securing, lifting, and handling of supplies. Employee must be able to bend, stoop, and lift and move objects weighing up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires working in both outdoor and indoor environments including working in a variety of adverse, hazardous, or unpleasant conditions.

Applications can be picked up at Pulaski County Commissioner's Office, 45 S Lumpkin St, Hawkinsville, GA 31036 or they may be printed from our website at <https://hawkinsville-pulaski.org/news/employment-opportunities/>

Incomplete applications will not be considered.

The deadline to apply for each position listed is Wednesday, August 12, 2020 at 4:00 p.m. Applications can be dropped off at Pulaski County Commissioner's Office or emailed to jmashburn@pulaskico.com.

Pulaski County is an Equal Opportunity Employer

Pulaski County is a Drug Free Employer