

POSITION DESCRIPTION

Agency:	Board of Commissioners	Employee Name:
Position Title:	Custodial Worker	Class Title:
Position Number:		Class Number:
Dept./Div.:	Custodial Services	Civil Service Status:
Reports to:		Employment Status:
Pos. # of Supvr.:		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 35% (1) Operates hand implements (e.g., brooms, pails, rags, mops, etc.) to sweep and mop floors, vacuum carpets, wash walls, woodwork, and windows, dust furniture, remove trash, empty ashtrays, etc.; operates buffer to strip and wax floors, etc.
- 35% (2) Cleans and sanitizes restroom facilities (e.g., cleans toilets, sinks, mirrors, and walls; mops floors; restocks paper products).
- 15% (3) Performs routine building maintenance duties (e.g., replaces light bulbs, moves furniture, etc.).
- 15% (4) Performs various grounds maintenance activities (e.g., mows grass, shovels snow, removes weeds, waters plants, removes trash and debris, etc.).
- (5) Maintains valid Ohio driver's license.
- (6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (7) Performs other related duties as required.

POSITIONS SUPERVISED:

None

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Columbus, OH 43235

060795clsCO
pdrssbc.cus

ROSS COUNTY
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 2 of 3

Agency: Board of Commissioners Position Title: Custodial Worker Position Number: Dept./Div.: Custodial Services Reports to: Pos. # of Supvr.:	Employee Name: Class Title: Class Number: Civil Service Status: Employment Status:
--	---

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: equipment, methods, and materials used in custodial services;* departmental safety practices and procedures;* routine building maintenance practices and procedures;* routine grounds maintenance activities.*

Skill in: operating hand tools and related implements.

Ability to: follow basic instructions; perform routine manual labor tasks; effectively work alone or with others; interpret warning labels and cleaning product instructions. Ability to lift between 25-30 lbs.

EQUIPMENT OPERATED:

Hand tools and related implements.

HAZARDOUS AND PHYSICALLY DEMANDING WORK CONDITIONS INHERENT IN THIS POSITION:

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities listed above. An example of an acceptable qualification for this position is:

Ability to use hand implements, vacuum cleaner, and floor buffer/scrubber; ability to interpret warning labels and basic product instructions.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license.

ROSS COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 3 of 3

Agency: Board of Commissioners
Position Title: Custodial Worker
Position Number:
Dept./Div.: Custodial Services
Reports to:
Pos. # of Supvr.:

Employee Name:
Class Title:
Class Number:
Civil Service Status:
Employment Status:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Columbus, OH 43235

083199jrCO
pdrssbc.ajs