

**THE COUNTY OF NORTHAMPTON
POSITION DESCRIPTION**

**TITLE: CUSTODIAN
Non – Exempt Part time Position**

Revised October 2016

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide custodial services. The position is responsible for assigned buildings, facilities, and surrounding areas. The position works under general supervision according to some procedures; decides how and when to complete tasks.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Cleans and disinfects restrooms and fixtures; replenishes paper towels, toilet paper, and soap.

Performs minor maintenance tasks such as replacing light bulbs and unclogging toilets as needed; reports other needs for building repair to supervisor.

Empties and cleans trash cans and ashtrays.

Sweeps, vacuums, mops, strips, waxes, and buffs floors in assigned areas.

Dusts surfaces; cleans and polishes glass, furniture, and woodwork.

Cleans baseboards; wipes down walls and blinds; cleans water fountains.

Picks up debris and cleans out ashtrays in assigned outside areas.

Maintains supply inventory.

Prepares conference rooms for board meetings.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compares or inspects data, people, or things against a standard.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Follows instructions of supervisor.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as buffers and vacuum cleaners, and use of ladders.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

CUSTODIAN

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, and equipment.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division and may compute ratios, rates, and percents for purposes of ordering supplies within a budget.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Discretion used in all situations, possible exposure to personal and private documentation and information that is confidential information and should not be disclosed among peers or outside of work environment.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or vocational training.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three months of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

CUSTODIAN

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating cleaning machinery. Requires use of ladder with heights up to maximum of 8 Ft

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to bright/dim lights, fumes or noxious odors, moving mechanical parts, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, color perception, and sense of smell.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The County of Northampton is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.