POSITION TITLE: Building Maintenance Custodian

REPORTING TO: Fall River County Building Maintenance Supervisor

SALARY: Include hourly wage and all benefit selections available to County employee

HOURS: TBD hrs per week, any day of the week

LOCATION: Fall River County Courthouse, Hot Springs, SD

**PURPOSE OF THE POSITION:** Under the direct supervision of the Fall River County Building Maintenance Supervisor a Custodian performs cleaning services for the Fall River County Courthouse.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

* Perform cleaning and related activities.
* Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
* Ability to comprehend, calculate, read, write, speak
* Mathematical understanding in the evaluation of projects as assigned.
* Express innovative ideas in the evaluation of cost-effectiveness of project completion

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE:**

* Knowledge of correct time and method to lock and unlock assigned buildings; Secure building when facilities are not in use, check for unlocked doors and windows. Report any unauthorized occupants, turn off lights.
* Knowledge of how to follow instructions regarding the use of chemicals and supplies and to use as directed.
* Attend safety meetings and other related meetings.
* Take classes as required in cleaning methods and techniques, new products, first aid, CPR, and working relationships.

**SKILLS:**

* Skill toattend to emergencies when necessary.
* Skill to clean and sanitize restrooms/bathrooms using established practices and procedure.
* Skill to clean, dust and wipe furniture, sweep, mop or vacuum floors, empty/clean wastebaskets and trash containers, empty and clean ash trays and cigarette urns, replace light bulbs.
* Skill to use and maintain assigned power equipment and hand tools, buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
* Skill in Interpersonal relations

**ABILITIES:**

* Ability to pay attention to detail
* Ability to follow direction
* Ability to move furniture, equipment, supplies and tools on an incidental basis.
* Ability to wash accessible interior and exterior windows.
* Ability to clean blinds.
* Ability to launder cleaning rags and dust mops.
* Ability to safely operate all vehicles and other job related equipment.
* Ability to strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
* Ability to wash walls and equipment, using ladders when required in work assignments.
* Ability to remove snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment.
* Ability to support and enforce all policies.
* Ability to refill restroom dispensers
* Ability to life 50 pounds

**EDUCATION, EXPERIENCE, AND LICENSES:**

* Applicant must have graduated from an accredited high school or obtained a GED
* Must possess a valid South Dakota Driver’s License

**ADVANCEMENT/PROMOTION:** Wages may increase with position advancement/promotion.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE ASSIGNED.