

## SENIOR CUSTODIAN

### **General Definition of Work:**

Performs intermediate semiskilled custodial and building maintenance work in the care and cleaning of County buildings and facilities. Work is performed under the regular supervision of the Facility Services Supervisor. Daily guidance and direction is provided to custodians.

### **Essential Functions/Typical Tasks:**

#### **Oversees and participates in cleaning and maintaining public buildings and grounds.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Assigns, supervises and participates in cleaning and maintaining County facilities.
- Receives and disburses department work orders.
- Daily meeting and training room set-ups.
- Performs visual inspection for building maintenance related problems.
- Ensures fire extinguishers, are working properly.
- Dusts and/or polishes chairs, tables, shelves and other furniture or equipment.
- Washes windows, walls, woodwork and venetian blinds.
- Vacuums, sweeps, damp and dust mops floors.
- May wax and use buffers on floors. Gathers and disposes of refuse.
- Picks up paper and trash from grounds.
- Inspects buildings and grounds daily for building maintenance, care and cleaning needs.
- Cleans and supplies restrooms daily.
- Moves furniture, office equipment and boxes.
- Submits work order to Infrastructure and Asset Management Administration office as needed for supplies and building maintenance.
- Assists with building maintenance as requested.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

General knowledge of cleaning methods, materials and equipment; general knowledge of the cleaning process and procedures required by the County; ability to understand and follow simple oral and written directions; ability to get along will with others; ability to plan and supervise the work of others; ability to read.

### **Education and Experience:**

High school diploma or equivalent and three to five years commercial cleaning experience preferred. Supervisory experience a plus but not necessary.

### **Physical Requirements:**

This is normally medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; some work may require the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects ;work requires climbing, stooping, reaching, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions. The worker may be exposed to blood borne and airborne pathogens and may be required to wear specialized personal protective equipment.

### **Special Requirements:**

May require possession of an appropriate driver's license valid in the State of North Carolina. Position may be a safety-sensitive position as defined by the Drug Free Workplace Policy. Some overtime and after hours work is required.