

Building Custodian

FLSA Status: *Non-Exempt*

General Definition of Work

Performs semiskilled work in the care, cleaning and maintenance of County buildings, and related work as apparent or assigned. Work is performed under the close supervision of the Head Custodian.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Sweeps, vacuums, mops and buffs floors; shampoos carpets; strips and waxes floors.

Removes trash from buildings and surrounding areas.

Cleans windows and glass doors; removes dust from baseboards, chair rails and window seals.

Cleans and restocks restrooms; cleans and disinfects water fountains, door handles, light switches and door plates; cleans elevator.

Performs minor building maintenance including replacing light bulbs; moves furniture; cleans coal furnace.

Performs general landscaping duties including weed control and mowing; assists with snow removal and ice control.

Picks up cardboard at farmer's market and complex for recycling.

Takes recycling cardboard to Cana trash site for bailing; cleans up Cana picnic shelter and boat landing.

Maintains and organizes supplies in janitor's closet.

May be required to work outside normal work hours in on-call and emergency situations.

Knowledge, Skills and Abilities

Some knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; some knowledge of the common practices, tools and terminology used in repairing and maintaining buildings; some knowledge of the use and characteristics of common building materials; some knowledge of the hazards and safety precautions associated with the work; skill in the use of tools and equipment; ability to understand oral and written directions; ability to read and write; physical ability to perform heavy manual work; ability to work independently; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Less than high school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing and walking, frequently requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and stooping, kneeling, crouching or crawling; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/11/2010