

Cascade County

Job Vacancy Announcement

Position: Custodian	Closing Date: March 27, 2020
County Dept.: Public Works	Dept. Admin.: Les Payne
Type of Position: Full-Time, Permanent	Salary: \$18.28 per hour/of which .25¢/hr. is deferred to union pension. Must join Operating Engineers Local 400
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Custodian performs general custodial work, building maintenance work, event setup and event monitoring throughout all of the Cascade County buildings, grounds and surrounding areas including the Montana Expo Park, Sheriff's Office/Adult Detention Center and Juvenile Detention Center. The Custodian is responsible for after-hours security of various County buildings and performs other related duties as required or assigned. Additional requirements may be necessary to perform work in certain buildings. Schedule of work may include weekends and evenings. The Custodian is responsible for cleaning and securing all County facilities. This work is performed under the general direction and supervision of the Building Maintenance Division Superintendent or designee and Public Works Director. The nature of the work performed requires that an employee in this position must work closely with the Building Maintenance and ExpoPark Maintenance Division Superintendents and designated Leadman for the Division.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Custodian sweeps, scrubs, mops, waxes, strips, and buffs floors, hallways, and stairways; vacuums and shampoos carpets; dusts and cleans carpets, fixtures, window sills, railings, and blinds; washes windows, mirrors, light fixtures, cleans walls, baseboards, etc.; collects and removes waste paper and trash from offices, rooms, halls, or restrooms; cleans and sanitizes drinking fountains, toilets, sinks, bowls, and urinals; replenishes towels, tissues, soaps, and other restroom supplies; unloads and stores supplies; unstops sinks, toilets, and drains; event setup to include tables, chairs, stages, pipe and drape, sound connections, electrical drops, stanchions and sign placement; event monitoring; performs minor repairs such as repairing tiles, replacing light bulbs and ballasts, replacing towel racks, replacing washers in faucets, etc.; keeps outside premises in orderly conditions; sweeps or shovels snow from walkways, entryways, and parking lots; cuts grass, waters lawn, pulls weeds, and removes trash from premises; maintains security of buildings at all times; secures doors and windows after business hours and when leaving premises; assists with maintenance of heating, cooling, and other mechanical systems for various buildings; cleans and straightens meeting and conference rooms; moves equipment and furniture as needed; schedule may include shifts that occur on a Saturday and/or Sunday.

SUPPLEMENTAL JOB DUTIES AND RESPONSIBILITIES

City-County Health Department: Conducts duties in a medical environment.

Will be trained in: CPR/1st Aid; Health Insurance Portability and Accountability Act (HIPAA); Blood borne pathogens; Communicable Disease.

Adult and Youth Detention Center: Conducts duties in a detention environment with contact with detainees; interacts in the vicinity of detainees in the conduct of duties; criminal background check performed prior to working in the facilities.

Will be trained in: CPR/1st Aid; purpose, goals, policies, and procedures of the facility; working conditions and regulations of the facility; non-violent crisis intervention; emergency procedures and facility searches; blood borne pathogens; communicable disease; Prison Rape Elimination Act (PREA).

Due to the nature of work performed in these locations, staff will be rotated through each of the facilities in order to keep current with the requirements. Listed training will be provided from the facilities and kept current in accordance with all applicable laws, policies and procedures.

Knowledge and understanding of: Practices, tools, equipment, and techniques associated with cleaning trade; standard hand and power tools and equipment used in custodial activities; safety standards/precautions pertaining to custodial equipment; safety procedures and practices.

Skills in: Educating and encouraging others to follow practices and procedures to accomplish work objectives; communicating effectively; interacting with a wide range of customers.

Ability to: Read and follow MSDS for various items; perform heavy manual labor, including bending, stooping, reaching, carrying and lifting heavy objects weighing up to 50 lbs.; to perform activities such as lifting overhead, twisting, climbing ladders and stairs, repetitive arm motion below, at, and above shoulder level using manual dexterity of both hands and feet; walk 3-5 miles per day on a variety of surfaces such as concrete, pavement, dirt, and grass; work while wearing required personal safety equipment which includes gloves, safety glasses, etc.; estimate materials and time required to complete various tasks; follow oral and written instructions; work independently and as a team member; observe work hours and demonstrate punctuality; work collaboratively with management and co-workers; observe established lines of

authority; interact with the public or other employees in a pleasant and courteous manner; establish and maintain effective working relationships with supervisor, co-workers, and building occupants; exercise sound judgment within established policies and procedures; work extended hours, nights, weekends and holidays as needed.

MINIMUM QUALIFICATIONS

The above is typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have:

Education/Experience/Training:

- High School Diploma, HSE or GED **and** one (1) year experience of custodial work.

Certifications:

- Valid Driver's License issued by the state of Montana or the ability to obtain one within 30 days from date of hire.

Sheriff's Office/Adult Detention Center Employment Statement:

- Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment due to the conditions that must be met necessary to work at the Cascade County Sheriff's Office and Adult Detention Center. Other types of convictions will be reviewed, and employment will be considered on a case-by-case basis.
- Any instance that results in an employee losing their clearance to work in the Sheriff's Office/Adult Detention Center may face immediate termination.
- The County shall provide at no cost to the affected employees all vaccinations deemed necessary to prevent illness due to possible contact with pathogens by said employees during the performance of their duties. This shall include booster shots as required. The County shall determine which vaccinations are necessary and will administer them at the City-County Health Department.

The successful applicant shall serve a 6-month probationary period and must join the Operating Engineers Local Union 400. The successful applicant will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER