

# Cascade County

## Job Vacancy Announcement

<b>Position: Custodian</b>	<b>Closing Date: Open Until Filled</b>
<b>County Department: Public Works</b>	<b>Dept. Admin.: Brian Clifton</b>
<b>Type of Position: Full-Time</b>	<b>Salary: \$16.51 per hour/of which .25¢/hr deferred to union pension Must join Operating Engineers Local 400</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> 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.</b>	

### POSITION DESCRIPTION

The Custodian performs general custodial work in a variety of county buildings, grounds, and surrounding areas. The Custodian is responsible for after-hours security of various county buildings and performs other related duties as assigned.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

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; 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.

**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; demonstrate punctuality; work collaboratively with management and co-workers; observe established lines of authority; deal 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.

### EDUCATION AND EXPERIENCE

The above is typically acquired through a combination of education and experience. At a minimum all applicants must have one (1) year experience in custodial work and a Montana Driver's License.

*The successful applicant shall serve a 6 month probationary period and must join the Operating Engineers Local Union 400. The successful applicant may 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.**