

Cascade County

Job Vacancy Announcement

Position: Custodian	Closing Date: December 11, 2012
County Department: Sheriff	Dept. Admin.: Sheriff Edwards
Type of Position: Full-time 3pm-Midnight; Sun-Thurs	Salary: \$15.69 per hour Must join MT Local No. 400 Union
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.	

DESCRIPTION OF POSITION

Under general supervision, performs cleaning and maintenance duties at the Sheriff's Office and Cascade County Regional Detention Center. Sweeps, scrubs, mops, waxes, strips and buffs floors, hallways and stairways; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows and sills, blinds, fixtures and railings; cleans walls, baseboards and woodwork; cleans and sanitizes restrooms, drinking fountains and mirrors; unstops sinks, toilets and drains; performs minor repairs such as repairing tiles and replacing towel racks; empties trash receptacles; replenishes towels, tissues, soaps and other restroom supplies; unloads and stores supplies cleans and straightens meeting and conference rooms; replaces light bulbs/tubes; performs routine plumbing repairs; performs routine inspection and maintenance of mechanical systems and safety/security systems; mow, trim and water lawn; pull weeds; cares for landscaping; maintain buildings security at all times clears snow from parking lots, sidewalks and entryways; moves equipment and furniture as required; maintains clean and safe workplace for staff, residents and the public. Performs other related duties as required.

JOB REQUIREMENTS

Knowledge and Understanding of: Various floor maintenance and janitorial equipment, cleaning techniques, the use of chemical cleaning compounds, products and supplies; grounds maintenance equipment; push and riding lawn mower; snow removal equipment; safety procedures and practices; heating and cooling systems and other mechanical systems; blood borne pathogens exposure control.

Skills in: Operating various cleaning equipment; proper use of hand tools; preventative maintenance and repair skills for mechanical, plumbing and electrical equipment.

Ability to: Read and follow MSDS sheets; perform heavy manual labor, including bending, stooping, reaching, carrying and lifting heavy objects weighing up to 50 lbs.; manual dexterity of both hands and feet to perform activities such lifting overhead, twisting, climbing ladders and stairs, repetitive arm motion below, at, and above shoulder level; 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; works independently and as a team member; maintain confidentiality; 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 knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a high school diploma or GED **and** one (1) year of custodial work experience. Low pressure Boiler's License Desirable.

*** APPLICATION PACKET REQUIREMENTS

Each applicant is required to provide the following:

- ❖ Complete signed and notarized supplemental forms
- ❖ Copy of a picture ID
- ❖ Copy of diploma or GED
- ❖ Detailed resume of work experience
- ❖ Completed Cascade County Employment Application

Sheriff's Office Employment Statement:

- Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Cascade County Sheriff's Office. Other types of convictions will be considered on a case by case basis.
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The successful applicant must meet the following requirements: Possess a valid State of Montana Driver's License; obtain and maintain membership in Operating Engineers Local No. 400 Union; and must serve a 6 month probation period and 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 should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that 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 applicant must make known any needed accommodations.