

## **Champaign County Job Description**

**Job Title:** Custodian/Mail Services

**Department:** Physical Plant

**Reports To:** Building & Grounds Manager

**FLSA Status:** Non-Exempt

**Employment Status:** Bargaining Unit - AFSCME General Unit

**Prepared Date:** July, 2012

**SUMMARY** Performs routine cleaning of offices and public areas and maintenance of tile and carpeted floors in County buildings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Cleans, sweeps, dust mops, wet mops floors, stairways, corridors to ensure cleanliness of approximately 20,000 square feet.

Determines type of chemicals and equipment necessary for specific cleaning tasks.

Performs routine maintenance of housekeeping equipment.

Orders supplies and maintains inventory of supplies.

Washes windows, inside and out.

Removes snow and other debris for safety from entrances and exits to buildings.

Follows fire safety procedures and regulations.

Checks security system of buildings; ensures all windows and doors are locked.

Operates heavy cleaning equipment such as scrubbing machines, high speed buffers, carpet shampooer or wet and dry vacuum.

Identifies cleaning problems and determines appropriate remedies.

Transports internal and out-going County mail to and from Courthouse and Brookens facilities.

Operates postage machine and processes daily outgoing County mail.

**SUPERVISORY RESPONSIBILITIES** This job does not exercise supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Knowledge of cleaning methods and procedures; knowledge of the materials, supplies and equipment utilized in cleaning activities.

**LANGUAGE SKILLS** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Illinois Driver's License.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate to occasionally loud.

**Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions:" to a particular job or position within this job class; "Essential functions" are to be determined at the position or job level within each department.**