

## Job Description

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**Job Title:** Custodian III

**Job Code:** 906162

**Job Family:** Infrastructure

**Pay Grade:** JC.13.12

**FLSA:** Non-Exempt

**EEO:** Service/Maintenance Workers

**Department/Agency:** Countywide      **Position Number(s):** Multiple

**Recommended Position Title(s):** Custodian III

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**Essential Duties:**

- Coordinates work tasks and schedules; conducts random inspections of rooms, bathrooms, hallways, offices, and other assigned areas; trains, coaches, and teaches proper and efficient cleaning methods; provides mentoring and guidance to custodial staff; follows key control and assists with oversight; maintains/administers appropriate safety procedures in secured environments; serves as supervisor in the supervisor's absence.
- Completes specialized floor cleaning tasks such as stripping, waxing, and buffing floors; uses, maintains, and properly stores floor maintenance equipment; shampoos, cleans, and dries carpets; performs maintenance of entryway runners and mats.
- Maintains inventory control; orders product from warehouse; notifies supervisor when items need re-ordered.
- Cleans and sanitizes toilets, urinals, sinks, hand dryers, and other surfaces; restocks inventory; assists in recycling efforts; completes biohazard clean-up by following specific disinfecting process.
- Completes and submits paperwork, timesheets, and equipment logs.

**Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

## Job Description

### **Minimum Job Requirements:**

High school diploma or equivalent and two (2) years of related experience are required. One (1) additional year of related experience may substitute for education. Must pass a thorough criminal history screening and have a valid driver's license with an acceptable driving record.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Preferred Job Requirements:**

Previous leadership or supervisor experience is preferred.

### **Education/Experience Substitutions:**

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

Excessive standing and/or walking: 60%

Exposure to extreme temperatures, fumes and/or chemicals, heights, and loud noises.

Lifting weight: 50 lbs.

On call/stand-by work required.

Weather essential: Department Essential

Uniform Required

Wearing of goggles, rubber boots, rubber gloves and other PPE as required.

Position is required to respond to requests for emergency and afterhours work which will require work when the facility is closed (e.g. holiday, weekends, nights). This work will require overtime as needed.

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and /or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.