

PORTAGE COUNTY
Job & Family Services

TITLE: Custodial Worker

DIVISION: Facilities

WORKING HOURS: 8:00 a.m. to 4:30 p.m. Monday-Friday

JOB OBJECTIVES: Under the direct supervision of the Business Services Supervisor, incumbent is responsible for maintaining clean, sanitary and safe working conditions at all PCDJFS locations, moving office furniture, office equipment and agency property to on-site and off-site locations and maintaining inventory of cleaning/janitorial supplies.

ESSENTIAL JOB FUNCTIONS:

- Perform necessary tasks required to maintain clean, sanitary and safe working conditions including but not limited to: sweeping and mopping floors, emptying trash/recycle/ shredding, vacuuming offices, cleaning interior windows and mirrors, cleaning doors, heat/ac vents, cleaning restrooms.
- Assist with plumbing installation or maintenance and carpentry functions the JFS Jobs and Conference Center location.
- Prepare wall surfaces at PCDJFS locations to include but not limited to: removing and installing drywall (JFS Jobs and Conference Center location only), plastering, painting and wallpapering, as needed.
- Carry out a painting schedule of all JFS county buildings.
- Work with Work Experience Participants (WEP) and Community Service Workers to accomplish daily tasks.
- Stock supplies and maintains agency copy paper storage areas for all JFS buildings. Carry copy paper and water from dock area to main storage areas.
- Maintain inventory of cleaning/janitorial products and supplies.
- Transport and deliver general office supplies, mail and/or master case files to all JFS offices, when necessary. Distribute agency supplies to departments as needed.
- Assists in the JFS document shredding process
- Assist in transportation of agency vehicles to County Motor Pool. Assist in maintaining county vehicle maintenance records.
- Assist in the relocation of staff, staff's office equipment & office furniture as needed. Will do light repair of office furniture and/or equipment, prepare and paint JFS offices, halls, restrooms, conference rooms and other JFS spaces as needed.
- Assist in moving furniture, files and/or other agency property to off-site storage or disposal as directed. Transport files for destruction to off-site location.
- Prepare meeting rooms as required to accommodate the needs of the department requesting service.
- Maintain and adhere to knowledge of safety practices and procedures including OSHA regulations and EPA standards.
- Support in the maintenance of grounds during winter weather by shoveling and salting sidewalks, steps, entrance ways as needed.
- Report safety hazards; clean up spills, report illegal office entry and known theft of agency property.
- Assist county housekeeping/maintenance with tasks as requested and needed
- Demonstrate regular and predictable attendance.

- Assist with offsite functions such as Job Fair, trainings, meetings, etc. as needed.
- Communicate effectively, both orally and in writing, to all county employees and general public.
- Operate a motor vehicle as needed to perform the essential functions.
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

- Attend workshops, meetings and seminars.
- May assist in training new employees.
- Perform other related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Systems: Ability to operate computers for data input and retrieval; proficiency in Microsoft Office, GroupWise and Internet Explorer; knowledge of CRIS-E, OIES, SACWIS, OWCMS, SETS, Maximus Ledger Suite, MUNIS, MITS, BUY-IN, E-GATEWAY, E-QUIL, CCIDS, Time Force, Agency's Digital Imaging system and other systems as required by program area responsibility.

Equipment: Incumbent operates equipment such as, but not limited to, the following: personal computer, printer, calculator, multi-functional copier, fax machine, shredder, custodial equipment, county vehicle.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies in the position.

- Adherence to Agency Policies – Adhere to the rules of the agency (i.e. takes breaks/lunches when scheduled, clock in/out appropriately, conform to dress code policy).
- Attendance & Punctuality – Is consistently at work and on time; Arrive at meetings and appointments on time.
- Attitude & Demeanor – Exhibit a positive and supportive attitude, open and receptive to constructive feedback and direction, exhibit patience and able to control and regulate emotions.
- Communication Skills – Communicate clearly and informatively using multiple methods and forms of media. Present numerical data effectively.
- Customer Service – Manage difficult or emotional customer situations. Respond promptly and effectively to customer needs. Solicit customer feedback to improve service.
- Ethics – Treat people with respect. Keep commitments. Maintain confidentiality. Uphold organizational values. Work with integrity and maintain high standards of integrity.
- Independent Decision Making – Make correct decisions and stand behind decisions.
- Initiative – Volunteer readily. Undertake self-development activities. Seek increased responsibilities. Take independent actions and calculated risks. Look for and take advantage of opportunities. Ask for and offer help when needed.
- Interpersonal Skills – Focus on solving conflict, not blaming. Listen to others without interrupting. Keep emotions under control and use reason when dealing with emotional topics. Remain open to others' ideas and try new things.
- Professionalism – Approach others in a tactful manner. React well under pressure. Treat others with respect and consideration regardless of their status or position. Accept responsibility for own actions. Follow through on

commitments; exercise common sense and good judgment about his/her appearance.

- Teamwork – Balance team and individual responsibilities to help accomplish work goals. Exhibit objectivity and openness to others' views. Give and welcome feedback. Contribute to building a positive team spirit. Put success of team above own interests. Able to build morale and group commitments to goals and objectives. Support everyone's efforts to succeed.
- Time Management – Demonstrate the ability to prioritize assignments & effectively schedule time. Complete assignments on time, generate work in an allotted time, and complete work in an accurate and thorough manner.

Job Standards: High School Diploma or GED required. Must be able to lift 75-100 lbs. Must have a valid Ohio driver's license in accordance with County policy and motor vehicle liability insurance.

II. DIFFICULTY OF WORK

Work consists of varied, non-standardized tasks requiring the knowledge of established policies, rules, procedures and laws, and sanitation procedures.

III. RESPONSIBILITY

Supervisor provides general guidance allowing for the planning of procedures and methods to attain objectives. Errors in work may cause delays in work, losses in expenditures for materials and/or equipment or safety concerns for the agency.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent has contacts with co-workers, other County employees, and with the general public. The purpose of these contacts is to coordinate departmental efforts internally and outside entities to have a clean, safe and sanitary environment.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Incumbent operates custodial equipment and a county vehicle and may require lifting up to 75-100 pounds frequently.

Physical Activity: Incumbent performs the following physical activities: driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, carrying, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Visual Activity: Incumbent operates a county vehicle and/or custodial equipment which require seeing well enough to operate a vehicle.

Job Location: Incumbent works both inside and outside. Incumbent may be exposed to vibrations, and frequently exposed to atmospheric conditions such as dust and chemicals.