



MAINTENANCE/CUSTODIAL/PARK AIDE JOB DESCRIPTION

Job Title: Maintenance/Custodial/Park Aide

Job Code: FM501

Pay Grade: EH

Effective Date: December 2004

FLSA: Non-Exempt

Revision Date: December 2004

NATURE OF WORK

Under close supervision, performs a variety of maintenance, custodial, and park aide duties on behalf of the Lewis County Facilities Maintenance Department.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Picks up litter from parking lots, landscape areas and building entries.
- Dusts flat surfaces such as window ledges, file cabinets, etc.
- Assists with the removal of garbage and/or recyclables from buildings or parks.
- Sweeps and mops floors. Cleans restrooms.
- May perform tasks related to maintenance of buildings, such as painting, hanging pictures, moving furniture or supplies.
- Operate small power equipment such as vacuum cleaners, saws, drill, drain snakes, and other equipment related to building maintenance.
- Operates lawn mowers, power trimmers and other equipment associated with lawn and landscape care.
- May monitor Offender Labor crews performing maintenance or custodial tasks following instruction and specifications given by a custodian, technician or supervisor.
- If assigned to park duty, may ensure that park rules are obeyed.

Establish and maintain effective working relationships with fellow employees and general public.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in and around County facilities and involves exposure to dust, dirt, hazardous materials, blood borne pathogens, and cleaning chemicals; subject to standing, walking, bending, reaching, kneeling, crouching, performing manual labor, operating equipment, regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and

ability to adjust focus. Exposure to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually very loud.

EMPLOYMENT STANDARDS:

High school diploma or general education degree (GED)

Must have general mechanical aptitude to run power equipment and perform tasks with minimal supervision

Must successfully complete Offender Labor certification class and criminal history background investigation

Medic First Aid Card or ability to acquire

Valid State Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures
- Facility and maintenance processes and procedures
- Occupational hazards and safety practices applicable to custodial work
- Janitorial equipment and supplies
- Janitorial principles and practices
- Principles and practices of safety/security reporting
- Basic principles of customer service

Skills in:

- Coordinating and performing a variety of mechanical functions, follow instruction verbally and in writing
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to read, understand, write, and speak the English language
- Establishing and maintaining effective working relationships with county personnel and the general public
- Assisting in maintaining the County's facilities in a clean and sanitary manner
- Safely handling cleaning chemicals and operating janitorial equipment
- Safely handling maintenance and building equipment
- Establishing and maintaining effective working relationships with other staff and County personnel
- Communicating effectively verbally and in writing