

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CUSTODIAN  
CLASS CODE: 8000  
  
FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE  
  
EFFECTIVE DATE: 6/17/2015 (REVISED 07/16/2008 VERSION)  
DEPARTMENT: PUBLIC WORKS

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## **JOB SUMMARY**

Under the general direction of a Maintenance Supervisor or Custodial Services Coordinator, performs skilled and semi-skilled tasks in custodial care of County facilities. This is the primary classification level responsible for custodial services.

## **ESSENTIAL FUNCTIONS**

Monitors and coordinates custodial activities with assigned trustees, seasonal employees, and/or inmate workers.

Performs cleaning, care, and maintenance of floor surfaces.

Cleans restrooms, windows, walls, offices, dusts furniture, and cleans other building areas as needed.

Removes refuse, trash, and items for recycling from buildings.

Monitors security of office spaces and buildings.

Transports equipment and materials between job sites.

Mixes cleaning and disinfecting chemicals for use in custodial activities.

Cleans up body fluid and bio-hazard spills.

## **ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

Unlocks rooms and prepares facilities for scheduled meetings and events.

Sets up and takes down tables, chairs, and equipment for scheduled meetings and events.

Directs the use of County-supplied cleaning items and equipment.

Inspects facilities for cleanliness and damage after events have concluded.

Responds to emergency situations on an on-call basis when assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

Custodial principles, practices, and safety procedures.

Body fluid and bio-hazard cleanup procedures.

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**Skill in:**

Reading, writing, and math.

**Ability to:**

Maintain cooperative relationships with those contacted in the course of work activities.

Safely operate cleaning equipment.

Follow instructions.

**PHYSICAL DEMANDS**

**Frequently:**

Lift, or otherwise move objects weighing up to 80 pounds.

Ascend or descend ladders, scaffolding, ramps, poles.

**Regularly:**

Walk, stand or stoop.

Use tools or equipment requiring a high degree of dexterity.

Drives a motor vehicle.

Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**WORKING CONDITIONS**

Work is performed in an environmentally controlled room and in a partially environmentally controlled room. Work is performed in a very noisy place. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work exposes incumbent to hazardous chemicals. Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to hazards in the cleanup of body fluids and other biological hazards. Work requires use of protective devices such as masks, goggles, or gloves, and may require a respirator, rubber boots, and full body suit for bio-hazard cleanup. Work may expose incumbent to a potentially hostile situation while serving in the jail. Work may be performed on a varying schedule to accommodate department and event schedules.

**EDUCATION AND EXPERIENCE**

High school diploma or equivalent and one (1) year custodial work experience in an industrial or public sector setting. Selected incumbents may be required to successfully complete training in the cleanup of bio-hazards during the probationary period for new hires or during the trial period for promoted County employees. Selected applicants may be required to complete and pass a comprehensive background check.

**LICENSING AND CERTIFICATION**

Incumbent must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.