



# Custodian

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 500  
Supervisory: No  
Reports to: Maintenance Supervisor

### 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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Monitor and coordinate custodial activities with assigned trustees, seasonal employees, and/or inmate workers.
2. Clean up body fluid and bio-hazard spills.
3. Perform cleaning, care, and maintenance of floor surfaces.
4. Clean restrooms, windows, walls, offices, dusts furniture, and clean other building areas as needed.
5. Remove refuse, trash, and items for recycling from buildings.
6. Monitor security of office spaces and buildings.
7. Transport equipment and materials between job sites.
8. Mix cleaning and disinfecting chemicals for use in custodial activities.
9. Unlock rooms and prepare facilities for scheduled meetings and events.
10. Set up and take down tables, chairs, and equipment for scheduled meetings and events.
11. Direct the use of County-supplied cleaning items and equipment.
12. Inspect facilities for cleanliness and damage after events have concluded.
13. Respond to emergency situations on an on-call basis when assigned.

### Knowledge, Skills, and Abilities

- Knowledge of custodial principles, practices, and safety procedures
- Knowledge of body fluid and bio-hazard cleanup procedures
- Skilled in reading, writing, and math
- Ability to maintain cooperative relationships with those contacted in the course of work activities

### For Office Use Only

Job Code: 8000  
Job Title: Custodian  
FLSA: Non-Exempt  
Effective Date: 12/28/2018  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

- Ability to safely operate cleaning equipment
- Ability to follow instructions

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment and in the Utah County Security Center (jail). Work is occasionally performed outdoors in all weather conditions. This position is exposed to fumes, noxious odors, dusts, mists, gases, and poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. The employee is regularly exposed to hazards in the cleanup of body fluids and other biological hazards. The work requires the use of protective devices such as masks, goggles, gloves, respirator, rubber boots, and full body suit for bio-hazard cleanup. The employee may be exposed to potentially hostile situations while serving in the Security Center. The noise level in the work environment is usually noisy. The employee regularly drives a motor vehicle.

### **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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This position is frequently required to walk, stand, crouch, kneel, bend, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The employee is required to lift supplies and equipment up to eighty (80) pounds.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. High school diploma or equivalent.
2. One (1) year custodial work experience in an industrial or public sector setting.

#### **For Office Use Only**

Job Code: 8000

Job Title: Custodian

FLSA: Non-Exempt

Effective Date: 12/28/2018

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

**Additional Eligibility Qualifications**

1. Selected applicants are 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. Said probationary or trial period shall not exceed twelve (12) months.
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) day so employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.
4. Selected applicants must obtain forklift certification during the probationary or trial period. Said probationary or trial period shall not exceed twelve (12) months.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee\_\_\_\_\_ Date\_\_\_\_\_

For Office Use Only

Job Code: 8000  
 Job Title: Custodian  
 FLSA: Non-Exempt  
 Effective Date: 12/28/2018  
 Public Safety: No

Worker’s Compensation: County  
 Background Level: I  
 Safety Sensitive: Yes  
 DOT: No  
 ML: Individual Contributor