



# Custodial Services Coordinator

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 717  
Supervisory: Lead  
Reports to: Maintenance Supervisor

### Summary

Under general guidance and direction of a Maintenance Supervisor, coordinates the custodial care of County facilities.

### Essential Functions

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

1. Monitor and coordinate custodial activities of assigned employees and inmate workers.
2. Coordinate services performed in office facilities with cleaning contractors.
3. Inspect buildings on a monthly basis.
4. Assist in the cleaning, care, and maintenance of floor surfaces.
5. Perform emergency cleanup during daytime hours.
6. Check electrical, maintenance, and phone rooms for cleanliness.
7. Report maintenance and safety problems.
8. Assist maintenance crew in other areas, as needed.
9. Transport equipment to and from job sites.
10. Inventory materials and supplies; order items, as needed.
11. Schedule cleaning routines.
12. Assist in cleanup of areas under repair.
13. Unlock rooms and prepare facilities for scheduled meetings and events, including set up and take down of tables, chairs, and equipment; inspect facilities for cleanliness and damage after events have concluded.
14. Oversee the use of County-supplied cleaning items and equipment.
15. Clean up body fluid and bio-hazard spills.
16. 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

### For Office Use Only

Job Code: 8004  
Job Title: Custodial Services Coordinator  
FLSA: Non-Exempt  
Effective Date: 6/27/2022  
Public Safety: No

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

- Skilled in decision making
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to schedule custodial routines and order materials and equipment
- Ability to communicate effectively verbally and in writing
- Ability to safely operate cleaning equipment
- Ability to follow written and verbal instructions

### **Supervisory Responsibility**

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

### **Work Environment**

This job operates in a professional office environment and but occasionally works at the Utah County Security Center. This position exposes incumbent to conditions such as fumes, noxious odors, and dusts, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent may be exposed to hazards in the cleanup of body fluids and other biological hazards. This position requires the use of protective devices such as masks, goggles, or gloves. Work may expose incumbent to potentially hostile environments while working in the Security Center. Incumbent routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually very loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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 employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies or equipment up to eighty (80) pounds. The employee regularly drives a motor vehicle.

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

Incumbent must work forty (40) hours each week to maintain full-time status. There may be 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.

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**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. Three (3) years of work experience providing lead custodial support in an industrial or public sector setting.
- 3. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

- 1. Selected applicants must have completed training in the cleanup of biohazards.
- 2. Selected applicants must obtain forklift certification during the probationary or trial period.
- 3. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) day so employment.
- 4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**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.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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