



## County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

Telephone (276) 223-4500

Fax (276) 223-4515

**Position:** Custodian

**Department:** Building and Grounds

**Reports To:** Director of Building and Grounds

**Location:** County Administration Buildings

**FLSA Status:** Non-exempt

**Full-time/Part-time:** Full-time

**Seasonal:** No

**Posted Until:** Date or Until Filled

### Summary

Performs manual work in the care, cleaning, and maintenance of County buildings, facilities, and grounds, and related work as apparent or assigned. Work is performed under the moderate supervision of the Lead Custodian.

### Work Schedule

- Monday – Friday 5:30a.m – 2:00p.m.
- Occasional on-call and call-outs as necessary

### Essential Functions

- Secures buildings; puts up and takes down flags daily.
- Sweeps, strips, buffs, waxes, or dust mops assigned areas; cleans carpets; scrubs and cleans restrooms including mirrors, wash basins, urinals, commodes, etc.; fill tissue, towel, and soap dispensers.
- Dust furniture, walls, windowsills, and other woodwork; clean windows; remove trash from buildings; load trash on truck and transport to garage.
- Monitors community service workers.
- Maintains a list of supplies located in storage closets.
- Performs general grounds maintenance, such as de-weeding plant beds, removing trash from grounds, sweeping porches, etc.
- Notifies supervisor of any maintenance items that are needed.

### Knowledge, Skills, and Abilities

- General knowledge of County and department policies and procedures; general knowledge of building cleaning practices.
- Some knowledge of and in the use of standard office equipment; some knowledge of and ability to use maintenance equipment, cleaning supplies, buffer, etc.

- Ability to understand oral and written directions.
- Ability to work independently; ability to make arithmetic computations.
- Ability to establish and maintain effective working relationships with associates.

### **Education and Experience**

- High school diploma or GED.
- Minimal experience.
- Or
- Equivalent combination of education and experience.

### **Special Requirements and Job Development**

- Employee must possess an acceptable and safe driving record.
- Possess a valid Virginia driver's license
- Obtain CPR certification within one year of employment

### **Physical Requirements**

- This work requires the regular exertion of up to 10 pounds of force.
- Frequent exertion of up to 25 pounds of force.
- Occasional exertion of up to 50 pounds of force.
- Work frequently standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions.
- Occasionally requires sitting; work requires close vision and color perception.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work regularly requires exposure to toxic or caustic chemicals and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

*This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.*

*As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.*