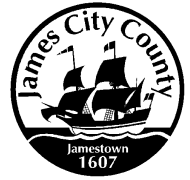


TITLE: Custodian/**Position No.** 261



DEPARTMENT/DIVISION: General Services/Facilities Management

SUPERVISED BY: Facilities Superintendent

NATURE OF WORK:

- Performs responsible, service/maintenance custodial work caring for and cleaning County buildings and grounds.

PRIMARY DUTIES:

- Cleaning/disinfecting of County facilities and equipment.
- Performs floor care: sweeping, mopping, stripping, waxing, and buffing.
- Required to learn operation of various equipment including: buffer, floor scrubber, and carpet/upholstery machine.
- Keeps all dispensers stocked with supplies.
- Routine cleaning: dusting, window cleaning, collecting trash, and recycling.
- Other duties as assigned.

JOB PREPARATION NEEDED:

- Some knowledge of large building cleaning practices, procedures, supplies, and equipment.
- Experience cleaning buildings preferred.

POST-OFFER REQUIREMENTS:

- Physical
- Criminal history/sex offender check
- Drug screening
- Driving record check
- Virginia State Police criminal history check-for those assigned to James River Community Center.

POST-HIRE REQUIREMENTS:

- Periodic driving record check

INTRODUCTORY PERIOD: 6 months

JOB LOCATION AND CONDITIONS:

- Performs work safely in accordance with County safety policies and procedures and specific departmental safety procedures.
- Performs work and operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work to serve customers during emergency conditions.
- May be assigned to report at a different time and location and to perform different duties as necessary.
- Must have the ability to appropriately use and tolerate cleaning supplies.

GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. MENTAL ABILITIES:

- Must have ability to understand and follow oral instruction, to understand and follow written instruction, and to reason and make judgments.

II. VERBAL ABILITIES:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, and communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

III. NUMERICAL:

- Not essential to job function.

IV. SPATIAL ABILITIES:

- Not essential to job function.

V. MANUAL DEXTERITY:

- Must have ability to use telephone and use hand tools.

VI. FINGER DEXTERITY:

- Not essential to job function.

VII. PHYSICAL DEMANDS:

- Strength: Must have ability to occasionally lift 15-25 lbs., occasionally push/pull 15-25 lbs., and frequently hold/carry 15-25 lbs. Must be able to manipulate from ground to waist and from waist level.
- Climbing: Must have ability to climb 8' to 10' step ladder, step stool, 1 flight of stairs, and other stair steps.
- Standing, sitting, walking, running: Must have ability to: frequently (3-5 hours/day) stand, occasionally (1-3 hours/day) walk, occasionally (1-3 hours/day) sit. Must have ability to walk on flat terrains.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 50+ times/day.

- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 50+ times/ day.
- Seeing: Must have ability to perceive or comprehend by the sense of light. Necessary characteristics include focus (distinctness or clarity).

VIII. DRIVING:

- Must have ability to transfer or convey in a vehicle. Must have ability to drive automatic transmission cargo van.

Custodian_261