

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Does Not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,**  
**or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.*

<b><u>DATE:</u></b>	01/29/2010	<b><u>DEPARTMENT:</u></b>	Facilities Management
<b><u>TITLE/JOB CODE:</u></b>	Custodian II / 0904	<b><u>REPORTS TO:</u></b>	Facilities Manager
<b><u>PAY GRADE:</u></b>	PG – 8 \$9.57/hr. - \$15.39/hr.	<b><u>CLOSING DATE:</u></b>	02/05/2010

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Any qualified employee of the Board (see job description below for **MINIMUM QUALIFICATIONS**) may request consideration for this position by submitting to Human Resources an **approved Bid Form** and an **updated Job Application**. Employee bids and applications for this position *may not* be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.  
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**POSITION PURPOSE & OBJECTIVES:**

A laborer position responsible for moderately heavy and detailed work performing housekeeping and other light maintenance tasks for County buildings and property.

**ESSENTIAL JOB FUNCTIONS:**

Scrubs, mops, waxes and polishes exposed floors. Vacuums, cleans and sweeps carpeted areas. Dusts and polishes furniture. Washes windows, woodwork, paneling, toilets, wash basins and other fixtures in buildings. Restocks paper and liquid products in bathrooms, kitchens, and other designated areas.

Replaces burned-out light bulbs. Assists in making minor repairs to buildings and equipment. Removes trash and other obstructions from buildings, sidewalks, driveways and parking areas. Moves office furniture and equipment to new locations as needed. Sweeps and generally cleans sidewalks and other outside areas near buildings. Changes towels, toilet paper and soap in washrooms or other designated work areas.

Operates motor vehicles to transport materials and personnel.

Responds productively to change and performs other related tasks as required and as directed.

This is a **Disaster Essential** position.

**KNOWLEDGE, SKILLS & ABILITIES:**

**Knowledge & Skills:**

Knowledge of materials, methods and equipment required in the performance of janitorial work. Ability to understand and communicate oral and written instructions. Ability to function efficiently without supervision. Sufficient agility to safely perform a variety of custodial tasks. Skill in the operation of hand tools, buffers, vacuums and other mechanical equipment.

**Physical Abilities:**

Frequent reaching, bending, lifting up to 40 lbs. on occasion, stooping, standing and walking for periods of up to four hours continuously, including over soft or uneven surfaces. Use of both near and far vision. Use of both hands and feet with dexterity. Ability to operate a motor vehicle for up to four hours continuously.

**SUPERVISORY RESPONSIBILITY:**

No direct authority.

**WORKING CONDITIONS:**

Both indoor and outdoor work, depending on duty assignments.

**MINIMUM QUALIFICATIONS:**

A minimum of two years experience in commercial custodial work and grounds keeping. Must possess a valid Florida Drivers License while employed. A comparable amount of training or experience may be substituted.

**SUCCESS FACTORS:**

The individual filling this position should enjoy working indoors and outdoors and be very self-directed.

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I have read and understand this position description.

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Effective: 01/01