

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.*

Date:	3/17/2017	Department:	Facilities Management
Title:	Custodian – (0904)	Reports To:	Facilities Manager
Pay Grade/Salary Range:	PG-102 \$21,017.73 - \$32,577.48	Closing Date:	3/31/2017

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. 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. 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.

GENERAL DESCRIPTION:

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.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS AND ABILITIES:

- 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.

ESSENTIAL PHYSICAL SKILLS:

- 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.

ENVIRONMENTAL CONDITIONS:

Both indoor and outdoor work, depending on duty assignments.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:** A minimum of two years' experience in commercial custodial work.
2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must possess a valid Florida Driver's License while employed.