

Fallon County Job Description

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is our policy to provide equal opportunity to all persons seeking or having access to employment, services and activities, without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Applicants with disabilities who need accommodation with the application or selection process should contact Human Resources.

Job Title: Inside Custodian Assistant	Department: Inside Maintenance
Reports to: Inside Custodian Supervisor	Job Status: Part-time, Non-exempt
Location: Baker, Montana	Probationary Period: Six (6) months

All Inside Custodian Assistants within the department have interchangeable functions and duties to meet the needs of the Courthouse, including altering schedules.

Job Overview

This position performs a variety of tasks in cleaning and providing basic maintenance for the Fallon County Courthouse in a safe manner and in accordance with industry regulations and standards. This work is primarily manual labor such as cleaning floors, carpets, bathrooms, walls, windows and removing trash to ensure the Courthouse is a clean, safe, and professional setting.

Essential Functions

Janitorial – Engages in routine daily, weekly, and/or monthly cleaning tasks throughout the Courthouse including but not limited to sweeping, mopping, and vacuuming floors; dusting and cleaning furniture, chairs and desks. Washes walls, vents, and light fixtures. Cleans interior and exterior windows; cleans blinds. Cleans, services, and sanitizes restrooms including sinks, toilets, urinals, mirrors, and other fixtures; restocks restroom paper products and other supplies such as air fresheners. Addresses plumbing issues as able, typically via plunging toilets. Empties/cleans wastebaskets and trash containers; removes trash to outdoor bins. Replaces lights bulbs and/or arranges for ballast replacements. Cleans elevator doors and floor. Shampoos mats and/or carpets as needed to address spills or to prevent staining. Cleans kitchen areas including counters, sinks, and floors. Wipes down conference room tables and chairs. Spot cleans continuously. Cleans the detention center, including cells. Performs deep clean of floors using specialized machine; strips and waxes as indicated by flooring type. Cleans blood borne pathogens in accordance with industry standards and safety. Launders cleaning towels, dust mops and mop heads. Responds to requests to address janitorial issues. Ensures meeting rooms are prepared including setting up tables and chairs.

Building Maintenance – Unlocks and locks the Courthouse entrances at the beginning and end of each day. Completes minor repairs, moves furniture, hangs pictures and/or bulletin boards and similar items. Reports the need for large repairs and/or replacements to the Inside Custodian Supervisor. Ensures the boiler room emergency access area is clean and free from debris.

Follows established protocol in response to fire alarms including building evacuation. In the absence of or in conjunction with the Inside Custodian Supervisor identifies what alarm was triggered, if actual fire or false alarm, disarms. Consults with the fire department and instructs employees when it is safe to return to the building. May respond to various emergency situations during off-hours such as fire alarms or flooding during heavy storms.

Competencies

The knowledge, skills, abilities and other characteristics to perform this work include but are not necessarily limited to: Accountability, Active Listening, Adaptability, Attention to Detail, Boilers,

Cleaning Chemicals and Tools, Commitment, Communication – Oral and Written, Computer Skills, Customer Service, Dependability, Detail Orientated, Hand Tools, Heating Systems, Initiative, Interpersonal Skills, Janitorial Tasks and Techniques, Ladders, Multi-task, Oral Comprehension, Organization, Problem Solving, Professionalism and Teamwork.

This position requires knowledge of standard methods, practices, tools, and equipment used to clean buildings and furniture. Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions. Possess knowledge of the best practices for cleaning techniques. Knowledge of the proper use of cleaning chemicals. Must have knowledge of occupational hazards, safety rules and regulations. Ability to use and maintain assigned power equipment and hand tools, such as buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc. Knowledge and ability to utilize various computer software programs.

This position must possess excellent customer service and interpersonal skills, and the ability to resolve questions and concerns with courtesy and respect. Requires the ability to effectively interact with variety of personalities. Ability to act with initiative, common sense, and good judgment. Ability to respond to requests for service and assistance. Follow instructions and take accountability for own actions. Must listen actively to ensure effective and correct communication. Listen to and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand; explain rules and procedures clearly. This position must function as part of a team, working for the betterment of the department, the Courthouse, and the public.

Safety

Safety is a primary duty and a personal responsibility. County employees are responsible for reading, understanding, and following safety rules and procedures as identified within County Policy, our Safety Program as well as at each department/work location/JSA. This position is responsible for wearing PPE as identified in the JSA or when working in areas where there is danger of injury. Responsible for wearing suitable work clothes as determined by the Inside Custodian Supervisor. Reports all injuries, hazards and/or near misses utilizing established reporting forms and procedures. Knows the location of first aid kits, fire extinguishers, and other safety devices. Attends all safety meetings including annual training. This position will not perform potentially hazardous tasks or use any hazardous material until properly trained.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This position performs work throughout the Courthouse. This role routinely uses a variety of cleaning tools and chemicals. May also use standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.

Required Education and Experience

Employment with Fallon County requires a high school diploma or equivalent. Must be at least eighteen (18) years of age.

Preferred Education and Experience

A minimum of one (1) year of experience in a commercial janitorial setting is preferred.

Additional Eligibility Qualifications

Must possess or obtain a Montana driver license within thirty (30) days of employment. This position may utilize a County vehicle and is subject to a motor vehicle driving history review.

Compensation

The starting wage for this position is \$14.50 per hour; after successful completion of the mandatory six (6) month probationary period, increase to \$15.00 per hour. Following an additional six (6) month period as a permanent employee, increase to \$15.50 per hour. Please note during this time period, an employee is not eligible for a COLA (Cost of Living Adjustment) as this is built into the wage steps.

This position requires enrollment in the Public Employees Retirement System with an established contribution rate for both the employee and the County.

Position Type/Hours of Work:

This is a part-time position, twenty (20) hours per week: 9:30 a.m. to 1:30 p.m., Monday – Friday. The nature of this work may result in additional hours outside of the established schedule.

Physical and Environmental Demands

While performing the duties of this job, the employee is regularly required to speak and hear. The employee is required to stand, walk, use hands and fingers, climb or balance, reach with hands and arms, stoop, kneel, crouch, crawl, speak and hear. May be required to lift up to thirty-five (35) pounds. Specific vision abilities include close vision, distance vision, and depth perception.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.