



CLASSIFICATION	3
RANGE	22,000 – 33,000
FLSA	NON-EXEMPT
NOTICE REQUIREMENT	2 WEEKS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	YES

## Custodian

**Job Summary:** This position performs routine cleaning and maintenance of County buildings. The incumbent must be able to work independently in the absence of supervision.

### Key Responsibilities/Essential Functions:

- Always do the right thing.
- Promotes the vision, mission and values of the County.
- Responsible for reading and following written user instructions for equipment and cleaning materials
- Ensures safe and proper use of materials and equipment, such as chemicals, vacuums, buffers and carpet extractors.
- Responsible for: dusting; cleaning and polishing woodwork/furniture, fixtures and equipment; washing windows and walls; vacuuming and spot-cleaning carpets; sweeping, moping and waxing floors
- Moves and arranges furniture and equipment for meetings and events
- Collects office and grounds waste and disposes into dumpster; Cleans waste and recycling receptacles
- Performs routine checks on heating and cooling systems; reports defects
- Maintains appropriate levels of cleaning supplies; request supplies when needed
- Assists maintenance workers when necessary
- Locks and unlocks County buildings
- Performs other routine custodial tasks

### Job Requirements:

- High School diploma or GED equivalent required
- Previous experience and/or training in custodial or building maintenance work preferred
- Basic computer skills required
- Must possess a valid Virginia driver's license; must have and maintain a good driving record
- Must possess excellent oral and written communication

### Physical Demands/Special Work Environment:

- The person in this position frequently moves equipment, tools, maintenance items, trash and other waste weighing up to 50 pounds.
- Frequently operates, positions and inspects machinery and tools for use in maintenance tasks.
- The person in this position frequently is required to traverse across uneven grounds; stairwells; indoor arenas; small spaces such as bathroom stalls and offices; and wet, snow or ice covered walkways.

- The person in this position frequently communicates and exchanges information with colleagues on detailed instructions regarding work assignments. Must be able to exchange accurate information in these situations.
- Occasionally ascends/descends ladders to provide maintenance to fans, lights or other elevated areas that require servicing.
- Frequently positions one's self low to ground or on ground to provide maintenance to floors and base molding.
- Requires accurate use and precise perception and judgement for: safe use of measuring devices; operation of machinery and equipment; operation of motor vehicles; and the general observation of surroundings and activities for the safety of individuals, staff and the general public.
- Frequently exposed to environmental factors, such as fumes or airborne particles, moving mechanical parts and vibration. Occasionally is exposed to outside environments, including extreme cold, extreme heat, hazards and atmospheric conditions.

**Reports to: Facilities Manager**

**Supervisory Responsibility: None**

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date