



HILL COUNTY
JOB POSTING/ DESCRIPTION
January 19, 2024

Job Title: Custodian

Department: Buildings

Type: (1) Full-time (40 hrs/wk)

Accountable To: Building Manager

Wage: \$16.23 hourly

Job Overview: This position performs cleaning of all offices and the furnishings within said offices of assigned Hill County buildings. Cleaning of bathrooms, carpet care, lifting of heavy objects (up to 60 pounds) and work unsupervised. Hazards of position include working with commercial cleaners, acid base cleaners and working jobs that may require bending, crouching and/or stretching.

Essential Functions (Major Duties or Responsibilities): Position requires the knowledge of commercial cleaning of office buildings, use of commercial carpet cleaners and vacuums, use of industrial cleaners, must be able to lift heavy materials weighing up to 60 pounds and must maintain records of work completed.

Knowledge, Skills and Abilities:

Knowledge: This position requires knowledge of carpet care, mixing of cleaning solutions, cleaning of offices, cleaning and sanitizing of bathrooms, scrubbing and waxing of floors and good custodial practices.

Skills: This position requires skills in good custodial work.

Abilities: This position requires the ability to: work unsupervised; prioritize tasks; be safety conscious; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

Minimum Qualifications (Education and Experience): The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or equivalent;
- Experience in building custodial work (preferred)
- Must possess a valid state of Montana driver's license.
- Must successfully pass background/fingerprint check.

Signatures

My signature below indicates the statements in the job description are accurate and complete. It also constitutes notification of the job vacancy to the Hill County Commissioners to allow posting of this position.

 **Supervisor**
Daryl Anez **Building Manager** 1-19-24
1.19.2024

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. Other duties may be needed or assigned.

Signatures

My signature below indicates the statements in the job description are accurate and complete. It also constitutes notification of the job vacancy to the Hill County Commissioners to allow posting of this position.

Commissioner's Review:

	<i>Commissioner</i>	<i>Jan 19, 2024</i>
Mark Peterson	Title	Date
<i>Jacob Strissel (verbal approval)</i>	<i>Commissioner</i>	<i>1.19.24</i>
Jacob Strissel	Title	Date
Sheri Williams	Title	Date


Human Resources Review

Step: 1 **Grade: 9** **Rate of Pay: \$16.23 per hour** *BS*

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- FLSA Exempt FLSA Non-Exempt
- Appointed Elected

Human Resources:

	Human Resources	<i>1.19.2024</i>
Brittany L Stygles	Title	Date

**HILL COUNTY
POSITION DESCRIPTION
JANUARY 2024**

POSITION: Custodian

DEPARTMENT: Buildings

ACCOUNTABLE TO: Building Manager

SUMMARY OF WORK: Provides general custodial services to county buildings.

JOB CHARACTERISTICS:

Nature of work: This position performs cleaning of all offices and the furnishings within said offices of assigned Hill County buildings. Cleaning of bathrooms, carpet care, lifting of heavy objects (up to 60 pounds) and work unsupervised. Hazards of position include working with commercial cleaners, acid base cleaners and working jobs that may require bending, crouching and/or stretching.

Personal Contacts: Minimal public contact. Position requires the ability to maintain confidentiality of sensitive information.

Essential Functions: Position requires the knowledge of commercial cleaning of office buildings, use of commercial carpet cleaners and vacuums, use of industrial cleaners, must be able to lift heavy materials weighing up to 60 pounds and must maintain records of work completed.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE

Performs essential custodial tasks of courthouse, annex building and any additional specified Hill County buildings. Vacuums all carpet areas according to work schedule; cleans windows and doors in all entrances; cleans and sanitizes all bath rooms daily. Fills all paper towels and soap dispensers daily; empty all garbage cans daily; cleans water fountains and sinks daily; checks doors to be certain they are locked after hours and performs other duties as assigned.

JOB REQUIREMENTS

Knowledge: This position requires knowledge of carpet care, mixing of cleaning solutions, cleaning of offices, cleaning and sanitizing of bathrooms, scrubbing and waxing of floors and good custodial practices.

Skills: This position requires skills in good custodial work.

Abilities: This position requires the ability to: work unsupervised; prioritize tasks; be safety conscious; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or equivalent;
- Experience in building custodial work (preferred)
- Must possess a valid state of Montana driver's license.
- Must successfully pass background/fingerprint check.

JOB PERFORMANCE STANDARDS

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties;
- Competently performs cleaning of county buildings;
- Effectively maintains all cleaning tools and supplies;
- Capably operates and maintains all custodial equipment;
- Provides for safe environment of buildings;
- Observes working hours;
- Demonstrates punctuality;
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

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