

LEAVENWORTH COUNTY JOB OPENING

VACANCY #26-9-1

{Please reference this number on the job application.}

POSITION: Custodian OVERNIGHT, Building & Grounds- Leavenworth County, KS

SALARY: \$17.84 -\$19.31/hour

County Employees: May submit their application to the Human Resources Department Suite 104, in the County Courthouse, via email to hr@leavenworthcounty.gov, or via fax to (913) 684-1028.

General Public: May apply at the Leavenworth Workforce Center, 1901 Spruce Street, Leavenworth, Kansas. EMAIL applications to hr@leavenworthcounty.gov or fax the application to (913) 684-1028.

Application may be found on the Leavenworth County website at:

https://www.leavenworthcounty.gov/information/job_openings/index.php

To be considered, interested applicants must fill out a county application, a signed copy of this job description does not equal an application.

THE POSITION CLOSES WHEN FILLED

LEAVENWORTH COUNTY JOB DESCRIPTION

TITLE: Overnight Custodian

DEPARTMENT: Building and Grounds

PAY LEVEL: Level A Step 1-5 \$17.84- \$19.31/Hour

EXEMPT/NON-EXEMPT: N

LOCATION: Leavenworth County Court House

SUPERVISOR: Director of Buildings and Grounds

PERCENTAGE OF TIME & ACCOUNTABILITIES

- | | |
|-----|--|
| 50% | Observation of the premises and grounds. |
| 25% | Cleaning of the building, offices, restrooms and grounds |
| 20% | Safety |
| 5% | Cleaning outside premises. |

SCOPE

Performs moderately heavy, routine manual work in the cleaning and care of the Cushing building and premises. Work is performed under general supervision in accomplishing routine cleaning tasks.

KNOWLEDGE AND SKILLS: (*Required prior to employment)

1. Knowledge of safe driving practices. *
2. Knowledge of department policies and procedures including safety.
3. Ability to sweep, mop and scrub floors in and around the office space.
4. Ability to clean and sterilize restroom facilities and replaces supplies when needed.
5. Ability to use proper methods and materials in cleaning or otherwise caring for the building.
6. Ability to empty the trash and garbage containers.
7. Ability to follow written and oral instructions and ability to see and read instructions. *

8. Ability to perform moderate physical work, to lift and carry up to 60 pounds, and to stand, sit or kneel for long periods of time. *
9. Ability to walk, climb, kneel, reach, twist, sit, pinch, ride, grasp, pull, bend, crawl, push and perform a variety of similar body movements. *
10. Possess hand/eye/foot coordination*
11. Ability to talk and hear in person and by telephone. *

HUMAN RELATIONS

1. Establish and maintain effective working relationships with supervisors, co-workers and the public.
2. Discusses with supervisor work priorities and schedules.
3. Notifies supervisor concerning need for major repairs.
4. To remain calm and exercise good judgment under stressful conditions

ILLUSTRATIVE TASKS (*This is not an inclusive list, other tasks/duties may be assigned.*)

1. May perform ground duties in around the shop premises.
2. Cleans Cushing building, office and grounds.

MINIMUM QUALIFICATIONS

Must possess and maintain a valid Kansas Class C Driver's License. Must meet requirements outlined in Knowledge and Skills section marked with an *.

ADA/PHYSICAL DEMANDS

Vision - Must be adequate for driving from one site to another able to read labels, etc.

Hearing - Must be adequate for telephone communications, and normal conversations.

Speech - Must be able to speak English clearly to give instructions and communicate ideas and problems to foreman and supervisors.

Standing - 15% of the time

Walking - 80% of the time

Sitting - 5% of the time

Lifting/Carrying - 60 pounds - must be able to lift heavy parts

Pushing/Pulling - 100 pounds - must be able to push a lawn mower and pull around cleaning supplies.

Climbing/Balancing - Minor climbing/balancing.

Stooping/Kneeling - Required on almost all tasks.

Reaching/Handling - Required on most tasks.

I have read the job description and understand the content.

Signature

Date

LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER