

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Custodial – Government Building/Jail  
**DEPARTMENT:** Building Maintenance  
**WORK SCHEDULE:** As scheduled  
**JOB CATEGORY:** LTC (Labor, Trades, Crafts)

**DATE WRITTEN:** December 2009                      **STATUS:** Full-time  
**DATES REVISED:** August 2018                      **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Maintenance for the Cass County Building Maintenance Department, responsible for cleaning and maintaining assigned County buildings and offices.

**DUTIES:**

Maintains appearance and cleanliness of assigned buildings and offices, including sweeping, vacuuming, mopping, and/or buffing floors/hallways/stairs, dusting furniture, desks and woodwork, cleaning windows and doors, and emptying trash containers and recyclable bins.

Cleans and sanitizes restrooms, including sweeping/mopping floors, cleaning toilets, sinks and mirrors, and emptying trash containers. Restocks soap and paper supplies as needed.

Picks up and discards litter and debris from parking areas.

Completes daily maintenance forms as required.

Operates a variety of tools and equipment in performance of duties, including, but not limited to, mop, broom, floor stripper, buffer, steam cleaner, and vacuum.

Performs related duties as assigned.

**I. SKILLS AND KNOWLEDGE:**

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines, and basic janitorial and sanitation requirements for assigned areas of responsibility.

Knowledge of safety precautions and practices applicable to working with a variety of cleaning chemicals, with ability to read and understand equipment manuals and label directions for correct use of cleaning supplies.

Ability to safely operate a variety of tools and equipment in performance of duties, including, but not limited to, mop, broom, floor stripper, buffer, steam cleaner, and vacuum.

Ability to physically perform maintenance duties, including standing, walking, light to moderate lifting, carrying and pushing/pulling objects, reaching, bending, crouching/kneeling, and handling/grasping objects.

Ability to understand, memorize, retain, and carry out oral or written instructions and complete work maintenance forms as required.

Ability to work alone with minimum supervision and with others in a team environment, often on several tasks at the same time.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain Department information and records according to state requirements.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and perform arithmetic calculations.

Ability to occasionally work extended hours, evenings and/or weekends as scheduled.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine, prioritizing work according to supervisor and maintenance needs/concerns. Incumbent receives indirect or occasional supervision and assignments are performed according to specific instructions with a moderate degree of flexibility in the job. Work errors are primarily detected or prevented through standard safety procedures and prior instructions from supervisor.

Incumbent reports directly to Superintendent.

**III. PHYSICAL EFFORT:**

Incumbent's duties involve standing/walking for long periods, moderate to heavy lifting, carrying and pushing/pulling objects, reaching, bending, crouching/kneeling, hearing sounds, close vision, color/depth perception, and handling/grasping objects. Strain is not prolonged and effort is exerted for short to moderate periods of time, usually in connection to such duties as mopping and buffing floors.

**IV. WORKING CONDITIONS:**

Incumbent performs majority of duties in office buildings and outdoor settings, involving exposure to cleaning chemicals, fumes, dust, dirt, varying weather conditions, and slippery surfaces. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy. Incumbent occasionally works extended hours, evenings and/or weekends.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Maintenance for the Building Maintenance Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name