



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Custodian
Department: Building Operations and Maintenance
FLSA Status: Non-Exempt
Job Code: 3957
WC Code: 9015
Effective Date: January 1, 1991
Last Revised:
Pay Grade: A05
Union: AFSME

SUMMARY

Performs basic and routine cleaning duties related to custodial maintenance of County buildings; does related work as required. An employee in this class is responsible for keeping designated areas of the County buildings clean. Incumbents work independently and use judgment in organizing work time to complete tasks. Work is performed under the supervision of the Custodial Supervisor who review work on the basis of quantity and quality Supervision is not normally a responsibility of positions in the classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Performs basic cleaning of buildings which includes vacuuming all carpets; mopping, buffing and waxing floors and stairways; cleaning and sanitizing restrooms; dusting office furniture and counters; and washing windows, walls and doors.
2. Collects and disposes of trash.
3. Refills supplies in restrooms as needed.
4. Secures windows and doors in offices after cleaned.
5. Inventories and restocks local supply areas.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Some knowledge of methods, procedures and supplies used in custodial cleaning.

Work independently; exercise initiative and judgment in completing tasks and responsibilities; understand and follow written and oral instructions.

EDUCATION AND EXPERIENCE

Experience in custodial maintenance; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around ensuring assigned area is satisfactorily cleaned for County employees' and the public's use.

JOB IMPACT

The most common consequence of effort would be embarrassment due to insufficiently cleaned area.

JOB CONTACTS

Contacts with others are minimal as the incumbent works on an evening schedule.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; maintain records and prepare reports; use initiative and judgment; work independently; establish and maintain effective relationships with county departments.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITIES

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

The use of cleaning equipment and proper handling of cleaning solutions.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this classification. Must pass Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT:

Work is performed in County buildings. Work involves: continual walking and standing, occasional bending, and occasional lifting of 50 lbs or more and frequently lifting 25 lbs. or more. The position is impacted by repetitiveness.

PHYSICAL DEMANDS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Josephine County Public Works Custodian– Physical Requirements

MATERIALS HANDLING	Essential for job	Frequency of Activity	Comments	EFFORT		KEY:					
				Sustained	Repetitive	Essential (Ess): Essential for job. Frequency (Freq): Based upon 1 hour of work or a % of day					
Lifting 0-10# from floor to overhead	X	Occ-Freq	Garbage, small items, equipment, supplies	0-5 min	50-100x/hr	Freq.	% of day		# of times per hour		Min. per hour
Lifting 11-25# from 27" to 76"	X	Occ	Garbage bag, chairs, tables	20 min	50-100x/hr	Rare	1%	or	1x	or	6-12 min/hr
Lifting 26-75 # from floor to 48"	X	Occ	Set-up for events, moving furniture	2-15 mins.	2-5x/week	Occasionally	2-33%	or	Up to 20x	or	Up to 20 min/hr
Carrying 0-10# 10-25 feet	X	Occ-Freq	Garbage, small items, equipment, supplies	0-5 min	50-100x/hr	Frequently	34-66%	or	21-120x	or	Up to 40 min/hr
Carrying 11-25# 10-25 feet	X	Occ	Set-up for events, moving furniture	2-15 mins.	2-5x/week	Constantly	67+%	or	>120x	or	>40 min/hr
Carrying 26-60# 15-100 feet	X	Occ	Furniture, Lg. Equip.	2-3 mins	2-3x/day	Effort: List actual measurement in seconds or minutes per event.					
Pushing 20-60 # of force, 50-1,000 ft at 9, 42 or 80" height	X	Rare-Occ	Garbage carts, cleaning carts, tables	2-3 mins	Up to 20x/hr	Weight/Force: Actual weight or force, measured in foot/lbs.					
Pulling 20-60 # of force, 50-1,000 ft.	X	Rare-Occ	Garbage carts, cleaning carts, tables	2-3 mins	2-6 x /hr	ENVIRONMENTAL FACTORS					
Reaching: above shoulder 72". (# of inches)	X	Rare	Working above head when cleaning	1-5 sec.	Up to 20 x/hr	Time Spent:	Outside <input checked="" type="checkbox"/>	Inside <input checked="" type="checkbox"/>	Comments: Outside only dumping bins		
Reaching: At or below shoulder to floor (# of inches)	X	Rare	Pick up items from floor		1-20 x/hour	Temperature:	Normal <input checked="" type="checkbox"/> Heat <input checked="" type="checkbox"/>	Temp Change <input checked="" type="checkbox"/> Cold <input type="checkbox"/>	Comments: Outside only dumping bins		
Grasp/Power grip:	X	Occ	Push/pull carts, bins	1-5 mins	1-20 x/hour	Humidity:	Normal <input checked="" type="checkbox"/>	Wet/ <input type="checkbox"/>	Dry <input type="checkbox"/>		
Pinch:	X	Occ	Fine motor control activities	<1-2 mins	1-2x/hour	Atmosphere:	Dust <input checked="" type="checkbox"/> Odor <input checked="" type="checkbox"/>	Fumes <input type="checkbox"/>	Gas <input type="checkbox"/>		
Fine Manipulation/ Dexterity:	X	Occ	Tie garbage bags	<1-2 mins	1-2x/hour	Hazards:	Mechanical <input checked="" type="checkbox"/>	Electrical <input type="checkbox"/>	Burns <input type="checkbox"/>		
POSITIONAL ACTIVITIES	Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	PPE Req.:	Ear Plugs <input type="checkbox"/> Footwear <input checked="" type="checkbox"/>	Safety Glasses <input type="checkbox"/> Gloves <input checked="" type="checkbox"/>	Coveralls <input type="checkbox"/> Other:		
Balance	X	Occ	Use of step stool, etc...			Surfaces:	Slippery <input checked="" type="checkbox"/>	Uneven <input type="checkbox"/>	Other:		
Bend	X	Occ	Where unable to use squat or kneel	<1-2 mins	10 - 25 x/hour	Sustained Vibration:	# of min up to 20	Intensity mod.	Other:		

						Sensory Req.	Ess.	Freq.	Sensory Req.	Ess.	Freq.						
Kneel	X	Occ	May squat or bend	<1-3 mins	5-25 x/hour												
Squat	X	Occ-Freq	May kneel or bend	<1-3 mins	5-25 x/hour	Speaking	X	Occ	Touch	X	Const						
Climbing ladder/stairs		Occ	May take elevator	<1-2 mins	1 x/shift	Hearing	X	Freq	Taste								
Walking/Standing	X	Const		6-7 hrs		Vision	X	Freq	Smell								
Sitting, Sustained						Color Discrimination			Balance	X	Freq						
						PDC Level Comments: Heavy – to move furniture, large equipment and to push large garbage bins over floor transitions.											
Upper Extremity:						<table border="0" style="width: 100%;"> <tr> <td style="text-align: center; vertical-align: top;"> ASANTE WORK PERFORMANCE CENTER 781 Black Oak Drive, Suite 102, Medford OR 97504 Phone (541) 789-4707 FAX (541) 789-5938 </td> <td style="text-align: center; vertical-align: top;"> JOSEPHINE COUNTY PUBLIC WORKS GRANTS PASS 201 River Heights Way Grants Pass, Oregon 541-956-7500 </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> Jared K. Hill, MOT,OTR/L Signature </td> <td style="text-align: center; vertical-align: top;"> <u>1063134</u> License # </td> </tr> <tr> <td></td> <td style="text-align: center; vertical-align: top;"> <u>02-20-06</u> Date </td> </tr> </table>						ASANTE WORK PERFORMANCE CENTER 781 Black Oak Drive, Suite 102, Medford OR 97504 Phone (541) 789-4707 FAX (541) 789-5938	JOSEPHINE COUNTY PUBLIC WORKS GRANTS PASS 201 River Heights Way Grants Pass, Oregon 541-956-7500	Jared K. Hill, MOT,OTR/L Signature	<u>1063134</u> License #		<u>02-20-06</u> Date
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Reaching behind body																	
Repetitive front to side arm movement	X	Occ	Scrubbing/mopping	<1-3 mins.	1-5 x/shift												
Awkward wrist motions	X	Occ	Cleaning in awkward positions														
Impact to palm/hand	X	Rare	Use of tools or cleaning equipment														
Keyboarding/10 key																	