

COUNTY OF BRISTOL
GENERAL JOB DESCRIPTION

J.G. 9

Below are the required work duties for custodians on an as needed basis or when instructed. No custodian is responsible for any one area of a building; custodians are responsible for all areas. Each custodian will have an area in which he/she will start the work day, which should take no more than three hours. All custodians may be required to wear a County Identification Badge and carry a two way radio during working hours or be reachable by cell phone.

1. All waste baskets are to be emptied daily, liners changed when necessary, but at least twice a week.
2. Dusting of all counters, woodwork, doors, tables, window sills, desk tops (upon request and clearing of all papers by person assigned to desk).
3. Vacuum all carpets at least three times a week or if needed daily in doorways or hallways.
4. Wash all floors and stairways on a daily basis if needed during all months, twice during the winter months.
5. Wash and disinfect all toilets, sinks and complete bathrooms, each and every day.
6. Pick up and distribute mail as instructed.
7. Lock up buildings when needed or by schedule if one is in place.
8. Keep outside stairways and yard clear of all papers, trash and cigarettes.
9. Wash doorway windows on a daily basis.
10. In some areas, it may be necessary for custodians to be assigned at certain times to answer calls regarding problems or complaints. All requests and complaints out of the normal routine should be directed to the supervisor for instruction or if unavailable, the County Commissioners' Office.
11. All custodian department employees are required to cover any starting area of an employee that is off duty at any time as instructed.
12. All custodian department employees are required to work 40 hours per week including a lunch period and two (2) fifteen minute breaks (on premises), one in the first half of the day and one in the second half of the day.

In addition to the above:

1. Stripping and waxing the floors.
2. Washing of all windows inside and first level outside.
3. Shampooing of carpeting in all areas.
4. Cutting and trimming of the grass, raking leaves and general outside maintenance.
5. Sweeping the parking lots, sidewalks and if possible, clearing gutters.
6. Shoveling and snow clearing of all sidewalks, walkways, stairways and doorways continuously all day, if snowing.

7. All custodians are required to paint interior/exterior areas as instructed by their supervisor.
8. All custodians are required to do light maintenance, such as repairs to doors, furniture and the like. Keep all equipment cleaned and oiled, maintain draining or blowing down of boilers (low pressure), installation or hanging of picture frames, dispensers and the like.
9. Moving furniture when necessary and when determined by the supervisor.
10. All custodians will perform other duties assigned by the Senior Custodian or Facilities Superintendent.

All of the listed duties are basic throughout the County of Bristol. Other duties may vary from building to building.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Skills: Work requires moderate intermittent physical strength and effort daily. The employee is frequently required to lift, push, pull or carry objects. The employee is required to frequently stand, walk, bend, kneel and use hands and fingers as well as operate department tools and equipment in a safe and efficient manner. Assigned work will require physical effort and the ability to stand and walk constantly over a significant portion of the work day. Individual must have the ability to lift and carry trash, boxes and materials that may weigh up to 50 pounds and the ability to perform work safely on ladders.

Motor Skills: Duties involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination to effectively and safely operate hand and power tools, carpentry equipment, snow removal equipment and other county vehicles.

Visual Skills: The employee is required to routinely read and interpret documents for general understanding and instruction guidelines pertaining to the safe and efficient operation of building maintenance, cleaning equipment and supplies as well as understand and follow verbal directions and trainings.