

BOARD OF COUNTY COMMISSIONERS WARREN COUNTY, OHIO 406 Justice Drive, Lebanon, Ohio 45036 www.co.warren.oh.us Commissioners@co.warren.oh.us

# OFFICE OF MANAGEMENT AND BUDGET

## ONE POSITION AVAILABLE

JOB CLASSIFICATION TITLE:

DEPARTMENT:

RATE:

CUSTODIAL WORKER I

FACILITIES MANAGEMENT

\$17.05 PER HOUR PLUS \$1.00 SHIFT DIFF PER HOUR

PAY RANGE:

SCHEDULED HOURS:

40 HOURS PER WEEK SECOND SHIFT 3:30pm-12:00am

CIVIL SERVICE STATUS:

CLASSIFIED

#7

# SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

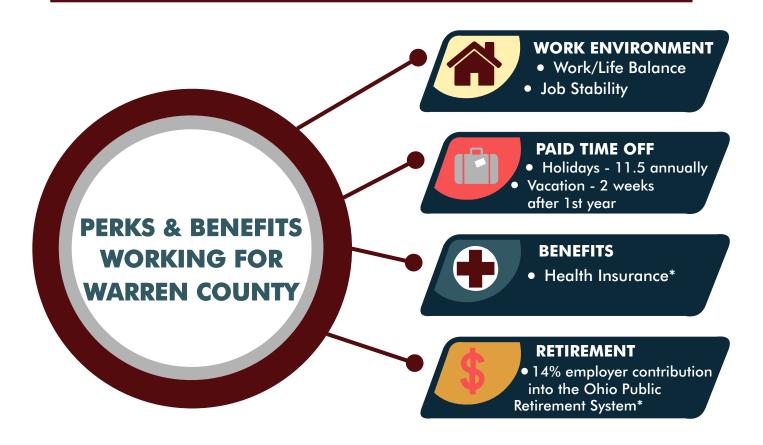
## QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD:THIS NOTICE IS BEING POSTED FOR A PERIOD OF<br/>TIME NOT LESS THAN SEVEN (7)<br/>CONSECUTIVE CALENDAR DAYS,<br/>BEGINNING MARCH 6, 2025.

VISIT <u>WWW.CO.WARREN.OH.US</u> AND COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO: <u>WCCOMMAPP@CO.WARREN.OH.US</u> PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

# YOU WILL HIT THE BULLSEYE WORKING FOR WARREN COUNTY



**Health Insurance** - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

**Retirement** - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS. QUESTIONS CALL: SUE SPENCER 513.695.1747 Page <u>1</u> of <u>2</u>

#### WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

Position Title: Class Title:	Custodial Worker I	Incumbent:	
Department: Reports To: Pay Range: Probation: Work Hours:	Facilities Management Custodial Foreman 7 365 Days 8 Hour workdays 2 <sup>nd</sup> Shift	FLSA Status: Civil Service Status: Employment Status: Lunch:	Non-exempt Classified Full-time Unpaid

## JOB RESPONSIBILITIES:

Under general supervision, sweeps, mops and waxes floors; vacuums carpets; cleans and sanitizes bathrooms; washes walls, windows, woodwork, etc.; performs other related duties as required.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Training and/or experience which evidences a basic knowledge of equipment and methods used in custodial services, and/or equivalent combinations of training and/or experience.

## LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License

#### **ESSENTIAL FUNCTIONS:**

- 1. Sweeps, dust mops, waxes and wet mops floors.
- 2. Vacuums carpets and floor mats.
- 3. Operates buffer, vacuum and carpet shampooer.
- 4. Strips, waxes, buffs facility floors and shampoos carpets.
- 5. Cleans and sanitizes bathroom, kitchens and other facilities.
- 6. Restocks restroom supplies.
- 7. Empties trash receptacles weighing up to fifty (50) pounds.
- 8. Arranges and rearranges office furniture.

- 9. Washes walls, windows, woodwork, doors, mirrors, furniture, etc.
- 10. Dusts and shines furniture.
- 11. Replaces light bulbs.
- 12. Ensures security of building and surrounding parking area (e.g., checks doors, windows, and electrical equipment.
- 13. Reports unusual and hazardous conditions to proper authority.
- 14. Maintains outside entrance areas (e.g., sweeps, removes snow, salts, etc.) and steps.
- 15. Casual contact with male and female inmates.
- 16. Demonstrates a regular and predictable attendance.
- 17. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

#### OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required by supervisor.

#### KNOWLEDGE, SKILLS AND ABILITIES: (\* indicates developed after employment)

Knowledge of: custodial equipment; custodial methods and techniques; custodial materials and supplies; safety practices and procedures; and security procedures and practices.

Ability to: follow written and verbal instructions; perform routine tasks; operate equipment; and recognize unusual or threatening situations and take appropriate action. Required to wear appropriate safety protection as required (e.g., gloves, boots, hearing protection, eye protection, etc.).

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted: Date Revised: 12/2018