



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

## **CUSTODIAN**

### **DAWSON COUNTY FACILITIES**

Full-Time/Hourly/Non-Exempt

#### **JOB SUMMARY**

This position is responsible performing custodial and maintenance duties including, but not limited to, dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms, emptying trash and unclogging commodes and bathroom fixtures. Employee receives supervision from the Facilities Director.

#### **ESSENTIAL DUTIES**

- Dusts and mops floors, and vacuums carpets.
- Cleans restrooms; restocks paper and soap supplies.
- Performs routine maintenance to custodial equipment and/or supplies.
- Empties trash receptacles and bags trash for proper disposal.
- Locks doors after cleaning areas.
- Ensures proper care in the use and maintenance of equipment and supplies.
- May oversee and/or assist with snow removal from entrances and sidewalks.
- Maintains adequate janitorial supplies for the day-to-day operation of County offices.
- Performs miscellaneous job-related duties as assigned.
- Supervises inmates and community service workers assisting in the custodial duties.
- This position is subject to 5 days per week.
- Other duties as assigned.

#### **KNOWLEDGE / SKILLS / ABILITY**

##### **KNOWLEDGE OF:**

- Custodial practices, machinery, and related equipment.
- County and safety policies and procedures.

##### **SKILL IN:**

- Operating various cleaning equipment.
- Communicating effectively, both orally and in written communication.

**ABILITY TO:**

- Understand and follow safety procedures.
- To use hand and power tools applicable to trade.
- To operate vacuums and other related equipment.
- To safely use cleaning equipment and supplies.
- To lift and manipulate heavy objects.
- To understand written and verbal communications.
- Communicating effectively, both orally and in written communication; understand verbal instructions.

**CONTACTS**

- Contacts are typically co-workers, community service workers, inmates, and the general public.
- Contacts are typically to exchange information, resolve problems and provide services.

**ADA MINIMUM REQUIREMENTS**

**Scope of Performance:** The purpose of this position is to provide and ensure the cleaning and maintenance of county buildings in a functional, safe, and attractive condition. Successful performance helps ensure a safe, comfortable environment for county employees and the general public.

**Physical Ability:** The work is typically performed while sitting, standing, walking, reaching, bending, crouching, or stooping. The employee must distinguish between shades of color. The employee is frequently required to use repetitive hand motion, use tools requiring a high degree of dexterity, climb ladders, and lift light and heavy objects, up to 10 pounds regularly and 50 pounds occasionally.

**Environmental Factors:** The work is typically performed in an office, supply room, and outdoors. The employee is moderately exposed to noise, dust, dirt, grease, irritating chemicals, machinery with moving parts, and occasional inclement weather. The work may require the use of protective devices, such as gloves, masks, or goggles.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

The Facilities Director assigns work in terms of general instructions that require the use of judgment. The employee must decide how to perform day-to-day responsibilities without specific guidance. The work is reviewed for the nature and propriety of the final results.

**MINIMUM QUALIFICATIONS / CERTIFICATIONS**

- Applicant must be at least 18 years of age.
- Applicant must have ability to communicate effectively, both orally and in written communication.
- Previous custodial experience preferred.
- Applicant must be physically able to lift, bend, stoop, climb and reach.

- Applicant must have possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia and have no adverse driving record or felony conviction.
- Applicant must pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_