

PLEASE POST !!!

## OPEN POSITIONS

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**3 CUSTODIAN (Nights) - MAINTENANCE DEPARTMENT**  
\$13.7745/hr – 40 hrs/wk

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 02/16/24

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: CUSTODIAN**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform manual work functions associated with cleaning/maintaining courthouse and administrative center buildings and facilities.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Vacuums, sweeps, mops, scrubs, waxes, and/or shampoos carpet and floor surfaces located in hallways, stairs, offices, restrooms, kitchens, public rooms, elevators, storage rooms, and other areas; performs spot cleaning as needed.

Cleans, dusts, and polishes furniture, equipment, artwork, fixtures, surfaces, walls, wood paneling, window sills, trim, doors, cabinets, vents, and other surfaces; cleans telephones and office equipment/supplies.

Cleans, deodorizes and disinfects bathrooms; cleans mirrors; replenishes soap products and paper products.

Cleans and disinfects water fountains, telephones, or other public facilities.

Washes/cleans windows and blinds.

Cleans kitchen equipment, such as coffeepots, coffee machines, microwave, refrigerator, and dishware; cleans vending machines; replenishes soap products and paper products.

Empties trash containers and recycling containers; replaces trash liners in containers; picks up and disposes of trash from floor/ground areas; separates recyclable materials from other trash; carries/transportes trash to dumpster or other designated trash receptacle; cleans trash/recycling containers.

Maintains building security; turns off lights, copiers, calculators, heat switches, and other office equipment not in use; unlocks/locks doors; disarms/re-sets security alarm system.

Operates/utilizes various equipment, tools and supplies which may include a vacuum cleaner, carpet cleaner, buffing machine, mop, broom, cleaning supplies, alarm system, ladder, lawn mower, weedeater, leaf blower, snow blower, shovel, rake, drill, saw, or mechanic tools.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Performs basic maintenance tasks necessary to keep machinery, equipment, and tools in operable condition; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Assists in monitoring inventory levels of equipment, tools, or supplies; initiates requests for new or replacement materials; stocks or distributes supply items.

Prepares or completes various forms, reports, correspondence, time sheets, vacation requests, or other documents.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

## **ADDITIONAL FUNCTIONS**

Moves pieces of furniture for better access to areas being cleaned.

Moves/rearranges tables, chairs, and other equipment before/after meetings or other events.

May maintain exterior areas, which may include mowing grass, raking leaves, cutting tree limbs, shoveling snow, sweeping stairways, sweeping/cleaning parking areas, removing graffiti from buildings, or picking up and disposing of debris/litter.

May perform basic maintenance/manual tasks as needed, which may include replacing light bulbs, painting walls, re-setting clocks, replacing wheels on voting machines, repairing benches, assembling/building shelves, patching holes, or loading/unloading materials.

May conduct various errands as needed, which may include transporting/delivering supplies, transporting boxes for storage, or picking up or delivering mail.

May operate a motor vehicle to conduct work activities.

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by six (6) months previous experience and/or training involving custodial work or building maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of a valid Pennsylvania driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition and subtraction. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

**Situational Reasoning:** Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.