



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: CUSTODIAL WORKER I
DEPARTMENT: FACILITIES MANAGEMENT
RATE: \$10.56 PER HOUR
PAY RANGE: #3
SCHEDULED HOURS: 40 HOURS PER WEEK
SECOND SHIFT
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING MAY 4, 2018.

VISIT WWW.CO.WARREN.OH.US 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: WCCOMMAPP@CO.WARREN.OH.US
PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. MAY 25, 2018.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Custodial Worker I
Class Title:

Incumbent:

Department: Facilities Management
Reports To: Custodial Foreman
Pay Range: 3
Probation: 365 Days
Work Hours: 8 Hour workdays 2nd Shift

FLSA Status: Non-exempt
Civil Service Status: Classified
Employment Status: Full-time
Lunch: 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:

Casual Contact Course (40 hours, must pass with satisfactory score)
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.

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POSITION DESCRIPTION**

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: