



COLUMBIA COUNTY, OREGON

JOB TITLE: CUSTODIAN

DATE: OCTOBER 1, 2023

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	General Services	JOB CODE:	P0061
SUPERVISOR:	Director, General Services	SALARY RANGE:	20
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Provide routine and regular cleaning and light maintenance of assigned county buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Perform general janitorial work, including cleaning and sanitizing restroom facilities and fixtures, sweeping, vacuuming, mopping, waxing, stripping and polishing floors, dusting and polishing furniture, woodwork, fixtures and equipment, washing windows, mirrors and walls, and cleaning and sanitizing furniture, counter tops and other high touch areas. Empty, clean, and sanitize waste and recycle bins.

Receive work orders for janitorial requests from supervisor. Establish priorities and schedule work allowing for unscheduled projects which may occur.

Clean sidewalks and entrance ways into assigned buildings.

Observe established security provisions and protocols including additional protocols when performing duties in the secure areas of the Courthouse.

Make minor, non-technical repairs such as replacing light bulbs.

Report the needed janitorial supplies to the supervisor. Stock and/or deliver to appropriate departments or stations.

Perform work activities with as little disruption to other department operations as possible.

Recommend and implement policies, procedures, and work standards and practices for a more efficient departmental operation.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Maintain county facilities and equipment and keep in a clean, safe, and working order. Observe, report, and correct any safety or building code violations.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed under the general direction of the General Services Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



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EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. Two years' experience in janitorial work. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Should possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of standard cleaning methods and equipment used in custodial work. Knowledge of and skill in the use of safety equipment and practices related to the work including the handling of hazardous chemicals. Knowledge of basic recordkeeping principles and procedures.

Skill in work order software programs and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Operate a variety of hand and power equipment in a safe and effective manner.
- Learn and perform non-technical tasks.
- Prioritize and accomplish quickly and efficiently a large number of diverse tasks.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening. Must obtain all training and security clearance measures that are required to gain access and conduct maintenance operations in all Columbia County facilities and departments, including the Jail and Justice Facility.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, frequently required to stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. Frequently required to climb or balance. Must regularly lift and move objects up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



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General office environment. May require walking over various terrain or other hazards and exposure to various weather conditions.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***