

**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

<b>DRAFT</b> <input type="checkbox"/>	<b>FINAL</b> <input checked="" type="checkbox"/>
<b>Position Title:</b> CUSTODIAL/MAINTENANCE	<b>Department:</b> Maintenance
<b>Immediate Supervisor's Position Title:</b> Maintenance Leader	<b>FLSA Status/Pay Classification Code:</b> Non-Exempt
<b>Original Description Date:</b> January 2008	<b>Revised Date:</b> July 2016
<b>Oversight Committee:</b> Public Property Committee	<b>Approved Date:</b>
<b>Approved by:</b> HR Director	<b>7-2016</b>

**Job Summary:**

The Custodial Maintenance performs custodial tasks and light maintenance in and around all county owned buildings. All duties and responsibilities are performed under and subject to the review and guidance of the Maintenance Leader and the Public Property Committee.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Performs custodial duties within the County buildings including but not limited to cleaning hallways, rest rooms, offices, and other rooms; waxing floors; storing supplies in proper places; cleaning up accidental spills; removing garbage and other litter wherever and whenever found; and keeping drinking fountains and other public water facilities in a clean and sanitary condition.
2. Assists the Maintenance Leader in implementing an effective custodial plan for County buildings, including the County Jail.
3. Assists the Maintenance Leader with securing the Courthouse complex on a daily basis.
4. Assists the Maintenance Leader with the purchase and inventory of parts, supplies, and materials used to maintain the County buildings in a clean, safe and functional condition.
5. Assists the Maintenance Leader in maintaining the areas around the County buildings, this includes but is not limited to landscaping activities and removing from the sidewalks and parking lots snow, ice, garbage and any debris which could pose a safety risk.
6. Due to the nature of the work performed in certain offices and the County Jail, must maintain strict confidentiality with respect to all aspects of the job.
7. Must be available for call-in to work outside of the normal work schedule as deemed necessary by the Maintenance Leader.
8. Must be able to work in a secured environment, (i.e. correctional facility).
9. All other duties as assigned

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:**

**A. Education/Knowledge:**

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major Field of study or emphasis:
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

**B. Licensure/Certification:**

<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
Must possess a valid WI driver's license and adequate auto insurance. A successful applicant must pass an extensive Sheriff's Department background check prior to employment as a Custodial Maintenance with Vilas County.

**C. Required Work Experience:**

<input checked="" type="checkbox"/> <b>In addition to Education/Licensure</b>	<input type="checkbox"/> <b>Instead of Education/Licensure</b>
Prior experience in building maintenance or related field is preferred.	

**SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:**

- Knowledge of custodial duties, and ability to perform minor repairs of work-related equipment and office furniture.
- Knowledge of codes and standards related to public buildings including occupational safety practices.
- Must be safety-minded and always aware of potential hazardous conditions both in and around the County buildings.
- Ability to move around including climbing, bending, twisting and walking.
- Ability to work in extreme weather and in unpleasant conditions.
- Ability to stand for extended period of times.
- Ability to lift up to eighty pounds.

**SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:**

<b>Titles of Positions Supervised:</b>	<b># of Employees:</b>
N/A	

**SECTION VI: JOB DESCRIPTION APPROVAL:**

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.