

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Administration
Facilities Management Office
Classified, GRADE 3
40 Hour Week

CUSTODIAN

GENERAL STATEMENT OF DUTIES: Performs various building cleaning tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for efficient performance of building cleaning and minor maintenance duties. A custodian works under general supervision of a Custodian Supervisor or designee on recurring assignments, receiving instructions on new or unusual assignments.

ADA REQUIREMENTS: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

EXAMPLE OF WORK: (Illustrative only)

Sweep, mop and vacuum floors and stairways;
Maintain a sufficient level of supplies, on assigned work cart, for the complete shift;
Wash windows and polish furniture;
Strip and wax floors using floor buffer and/or burnisher;
Operate carpet shampoo equipment;
Wash walls, woodwork, and Venetian blinds;
Dust furniture and other articles;
Remove trash filled containers;
Clean, sanitize and stock rest rooms;
Remove of ice and snow from sidewalks and other areas;
Lower and fold flags;
Fill in for security personnel.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of building cleaning practices, supplies and equipment; ability to use cleaning supplies economically, efficiently, and

safely; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school course work or G.E.D.; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: May be required to pass written examination administered by Kent County Personnel office. Possession and retention of a valid driver license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

Rev. 07/01/15

Rev. 07/01/18