



CUSTER COUNTY, COLORADO

205 S. 6th Street, PO Box 150
Westcliffe, CO 81252

JOB DESCRIPTION

POSITION TITLE: Grounds/Building
Maintenance & Custodian

Person:

FLSA Status: Non-Exempt

Introductory Period: 6 months

Anniversary Date:

Supervisory Role: None

Essential Functions of the Position:

Grounds/Building Maintenance and Custodian position is responsible for the general maintenance and minor repairs of the Courthouse and adjacent County properties, lawn and grounds care, snow removal from all sidewalks, and the planning for and scheduling of major repairs to the Courthouse as well as providing quality custodial services for the courthouse and adjacent County properties. This position is a full time position with county benefits.

Characteristics, Duties and Responsibilities:

The following statements are illustrative of the duties and responsibilities of the job. The organization retains the right to modify or change the duties and responsibilities of the job at any time.

- Snow removal: Must shovel all sidewalks and have clear by 8:00 AM, and keep them clear during business hours.
- Locking/Unlocking Courthouse premise doors during regular business hours.
- Depositing out-going mail at the postal facility prior to mail departure.
- Must perform general maintenance (handyman type repairs) on Courthouse and adjacent buildings such as painting, changing light bulbs and minor repairs. Must coordinate major repairs with the Board of County Commissioners and arrange contractor for repairs beyond minor categories.
- Lawn & Grounds Care: All aspects of lawn care (mowing, raking, weeding, watering, etc) and general grounds care (sweeping of sidewalks, trash clean up, etc)
- County Scales operator/billing clerk.
- Courthouse/Courtroom/Annex Custodian: All aspects of cleaning and supplies replacement. (Attached list is a basic overview of duties).
- Weekly maintenance and custodial duties at the Custer County Airport.

Knowledge, Skills, and Abilities

- Working knowledge of fixed and portable equipment used in commercial buildings. Ex: Vacuum, Carpet cleaning machine & floor buffer etc.



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- People skills and a teamwork approach to job completions.
- Ability to work under the pressure of deadlines and fiscal limitations
- Working knowledge and ability to operate large and small power tools and equipment Ex: drill, skill saw, lawn mower and snow blower etc.

Physical Requirements

- Capable of shoveling snow by hand.
- Ability to lift heavy weights (50 pounds)
- Must be capable of climbing ladders and stairs
- Ability to respond to courthouse during inclement weather by 6:00 AM
- Requires maintaining body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretch and to physically maneuver over and/or upon varying terrain, surfaces or physical structures.
- The employee is sometimes required to drive to offsite locations.

Qualifications/Certifications

- High School diploma or equivalency
- Colorado Driver's License
- Colorado Department of Agriculture Scale Weighing Certification

Performance Reviews

- This position is subject to periodic performance reviews and
- A Post Introductory Period Evaluation within 6 months.

Pay Schedule

- 40 hours per week with some flexibility adjustment as to days and hours per week to meet seasonal or project requirements.
- Rate of pay: salary with benefits – paid monthly

Supervision: Board of County Commissioners



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CUSTODIAL BASIC DUTIES AND RESPONSIBILITIES:

- Dispose of all trash and replace trash can liners as needed.
- Clean all restrooms thoroughly -- Check toilet paper, hand towels, air fresheners and soap. Insure that there are sufficient supplies of each. Dust, disinfect and clean all surfaces.
- Sweep and vacuum halls and offices. Vacuum upstairs one night and downstairs the next night, or as needed. Sweep stairs as needed.
- Dust, disinfect and clean all surfaces, ie. counters, desks, tables, chairs, window frames, picture frames, file cabinet tops etc. Do not clean or dust desks if papers are not stacked and arranged neatly. Dust computer screens but do not dust key boards as most computers are left on most of the time.
- Check all lights, make sure they are working, report if bulbs need changing.
- Check all windows to insure they are closed and locked.
- Check with the Court Clerk to determine if the Courtroom will be in use. If Courtroom is to be used, make sure it is clean, dusted and ready.
- Make sure all office doors and the front, back, and Courtroom doors are locked before leaving.
- Clean Lunch Room/Break Room thoroughly. Courthouse employees are expected to clean up after their break and lunches; however, Custodian should do any dishes that are left in the sink, ie a few flatware pieces and guest coffee cups if needed.
- Report any building maintenance concerns as soon as possible to the supervising Commissioner.

Weekly Work Schedule:

- Mop all tile floors once a week, or as needed.
- Clean all exterior door glass twice a week or as needed.
- Spray air-freshener and disinfectant once a week if requested
- Clean a couple of offices or rooms extra well one night a week on a rotating schedule.

Periodic Work Schedule:

- Vacuum basement & wipe down tables (prior to posted meetings or County parties)
- Monthly - Wax all tile floors, clean interior windows (this includes vacuuming all



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dust, spider webs etc, from interior and exterior window sills), light fixtures, walls, framework, trim, cabinets, electric heaters, etc.

- Monthly: Supply Inventory and ordering/pick up of supplies. The Board of County Commissioners must authorize all purchases.
- Quarterly - Strip old wax off all tile floors and re-wax as needed.
- Semi-annually - Wash all exterior windows, oil wood in courtroom, ArmorAll cove & baseboards,, mop desk plastic mats.
- Annually — clean carpets.