

Market Range Detail - Custodian

Effective Date

February 3, 2014

Market Range Title Description

PURPOSE STATEMENT

The primary function of an employee in this position is to perform routine custodial and cleaning tasks in assigned areas of County buildings on an assigned shift. The principal duties are performed in a public building environment including the use of electrically powered cleaning equipment and cleaning substances that may involve related hazards.

PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Ensure the cleanliness and sanitary conditions of the County facilities to include jails, visitor areas, high-traffic, common, and employee areas
- Work with cleaning fluids, chemicals, cleaning agents or similar solutions using only standard protective equipment to maintain County facilities
- Operate, maintain and perform minor repairs to power-driven custodial equipment
- Maintain the safekeeping of keys used to lock/unlock secure areas to be cleaned
- Keep and maintain work logs and records
- Inventory all cleaning supplies and equipment on a periodic basis
- Make recommendations for purchases to management
- Coordinate and participate in training program for custodial personnel
- Inspect assigned work areas
- Analyze field problems and develop proactive solutions
- Safely operate a county vehicle
- Perform ad-hoc projects as required
- Provide exemplary customer service
- Work effectively and safely in a high security jail environment, inmate housing and holding areas
- Must be willing to work days, evenings, nights, weekends, and rotating shifts and weekends
- Be present at work site to perform assigned tasks at the times and dates scheduled and/or assigned by the supervisor

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$11.13	\$14.32	\$17.51

Likely Minimum Qualifications

- High School Diploma or G.E.D.; one (1) year of custodial work experience

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.