

# NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

02/13/2018

## Custodian I

The Northampton County Human Resources Department is accepting applications for a Custodian position in the Public Works/Building and Grounds Department in Jackson to perform custodial work in the care and cleaning of County buildings.

This position requires knowledge of cleaning methods, materials, equipment, and the ability to perform manual labor requiring continuous physical effort. Completion of sufficient education to ensure the ability to read and write, and some experience in building cleaning work. Must possess a valid North Carolina driver's license.

Apply at the Division of Employment Security (DES)  
Becker Village Mall, Roanoke Rapids NC  
or mail application to:  
HR Dept., PO Box 367, Jackson NC 27845

SUBMIT A NORTHAMPTON COUNTY APPLICATION  
Available @ [www.northamptonnc.com](http://www.northamptonnc.com)

SEE COMPLETE JOB DESCRIPTION BELOW

**Deadline/Postmark: February 28, 2018**

Normal Hiring Salary Range: Grade 54 - \$ 18,031 – 18,944

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*Northampton County is an Equal Opportunity Employer and hires only US citizens  
and lawfully admitted aliens and complies with ADA requirements.*

*Northampton County is a drug-free workplace.*

*All successful candidates will be subject to drug testing and background checks  
as condition of employment.*

# **Custodian I**

## **General Statement of Duties**

Performs custodial work in the care and cleaning of County buildings.

## **Distinguishing Features of the Class**

An employee in this class performs a variety of routine housekeeping duties in County buildings. Work involves responsibility for an assigned office building(s). Work is performed in accordance with established policies and procedures, supplemented by instructions on new or unusual assignments. The worker exercises some independent judgment and initiative in determining the level of cleaning required for an area and in following product directions. The employee is subject to indoor and outdoor environmental conditions, fumes, odors, and dust. Tasks involve continuing physical effort requiring efficient performance of duties. Work in the cleaning of buildings is subject to the final standards of QSHA blood borne pathogens. Courtesy is required in contact with the public. Work is performed under supervision of the Building and Grounds Supervisor and is evaluated through conferences, observation, and feedback.

## **Duties and Responsibilities**

### **Essential Duties and Tasks**

- Cleans and services rooms, halls and stairways.
- Sweeps, mops and scrub floors; waxes floors; vacuums carpet
- Dusts, polishes and washes woodwork, fixtures and furniture
- Empties and cleans trash receptacles; disposes trash.
- Maintains bathrooms in a sanitary condition; fills tissue, towel and soap dispensers.
- Puts up supplies, orders supplies or reports needs to supervisor.
- Locks and unlocks doors.
- Washes walls, window, shelves and mirrors; changes light bulbs and fixtures.
- Sets up and takes down tables and chairs; arranges furniture
- Sweeps sidewalks; picks up outdoor trash.
- Reports items requiring repair.

### **Additional Duties**

Performs related duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

- Working knowledge of cleaning methods, materials, an equipment.
- Ability to identify cleaning needs and address with appropriate methods and supplies.
- Ability to perform manual labor requiring continuous physical effort.
- Ability to understand and follow oral and written instructions.
- Ability to observe and report needs for maintenance and supplies.
- Ability to deal courteously with the public.
- Ability to establish and maintain an effective working-relationship with supervisor and other County employees.

### **Desirable Education and Experience**

- Completion of sufficient education to ensure the ability to read and write, and some experience in building cleaning work.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds occasionally, and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects.

Must possess visual acuity to recognize areas requiring cleaning and to determine the accuracy, neatness, and thoroughness of the work performed.