



Sauk County

Building Services

Job Description

Campus Custodian/Maintenance Assistant

Job Code: 2518

Reports To: Buildings & Grounds Director

EEO Code: 8. Service-Maintenance

Pay Grade: F

FLSA Status: Non-Exempt

Last Revision: 2/26/2025

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Campus Custodian/Maintenance Assistant is to perform general cleaning, housekeeping and related work as well as operate and maintain facilities in an orderly manner for the Sauk County Building Services Department.

Job Duties and Responsibilities

- Process assigned work orders daily.
- Clean and sanitize classrooms, offices, restrooms, hallways, and meetings rooms.
- Collect and dispose of waste and separate recyclable materials.
- Sweep floors, mop hard surface floors, and vacuum carpets.
- Clean interior and exterior glass.
- Dust/wipe down furniture and fixtures.
- Set up rooms for activities as requested.
- Perform routine building maintenance tasks such as: carpentry repairs, installations & removal of furniture, lubricating motors, changing belts, changing filters on HVAC equipment, replace light fixtures, lamps, ballasts, and painting.
- Hard surface floor care to include removing old wax and applying new and burnishing floors for maintenance.
- Maintain carpets by shampooing on an annual basis
- Load, lift or unload supplies and materials, equipment, etc. as needed.
- Gather litter from grounds.
- Assist with removal of snow and ice from walkways as needed.
- Perform minor repairs (maintaining/cleaning of custodial equipment).
- Perform monthly, quarterly, & annual inspections
- Maintain maintenance logs for equipment within facilities
- Properly operate a vehicle with a trailer

- Secure doors and windows nightly.
- Contact personnel as required for emergency conditions outside regular hours.
- Occasionally on call for emergencies.
- Other duties as assigned by Buildings & Grounds Director or Assistant Buildings & Grounds Director.

Knowledge, Skills and Abilities

- Descriptive data and information, such as regulations, blueprints, maintenance schedules, general operating manuals and routine and non-routine correspondence.
- Communicate verbally and in writing with department personnel.
- Explain, demonstrate, and clarify to others established policies, procedures, and standards.
- Adding, subtracting, multiplying, and dividing.
- Maintain all relevant certifications.
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information.
- Assemble, copy, record, and transcribe data and/or information.
- Analyze data and information using established criteria to define consequences and consider and select alternatives.
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations.
- Ability to regularly ascend and work from elevated heights using ladders to perform various repair and maintenance tasks on buildings or equipment.
- Ability to work indoors and outdoors and may be exposed to adverse weather conditions.
- Ability to lift and carry heavy objects and equipment and stand for prolonged periods of time.

Environment

- Moderately unsafe and uncomfortable in respects to noise, temperature variations, odors, toxic agents, and dust.
- May work in confined or cramped spaces.

Required Working Hours

Standard working hours are Monday through Friday, 7:00 am until 3:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Education and Experience Requirements

Required: High School Diploma or equivalent
Ability to safely lift objects weighing 60-75 pounds on a regular basis without assistance
Valid Wisconsin Drivers License
Job related training or skills

Certification: Become First Aid and Cardiopulmonary Resuscitation (CPR) certified within 6 months of start date

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Employee's Name

Employee's Signature

Date

APPROVALS:

Department Head/Supervisor/HR

Date

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

☒ BID upon hire ☐ BID every 4 years ☐ OIG ☐ SAM ☐ SORT

☐ Driver License ☐ Physical Test ☐ Fit Test ☐ Educational Background ☐ Reference Check

Verified by: _____