



Sauk County

Building Services

Job Description

LTE Custodian

Job Code:
Reports To: Building Manager
EEO Code:

Pay Grade: A12
FLSA Status: Non-Exempt
Last Revision: 08/31/2020

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 LTE Custodian is to perform general cleaning, housekeeping and related work as well as operate and maintain county facilities in an orderly manner for the Sauk County Building Services Department.

Essential Duties and Responsibilities

- Clean/disinfect handrails in CH & WS multiple times daily
- Clean/disinfect interior and exterior door handles in the public hallways in CH & WS multiple times daily
- Clean/disinfect Bathroom door handles CH & WS multiple times daily
- Clean/disinfect push handles on water fountains in CH/WS multiple times daily
- Assist with Clean/disinfecting courtrooms after each in-person hearing
- Clean/disinfect Jury Assembly room chairs and surfaces in CH multiple times daily
- Clean/disinfect tables in used public meeting spaces in CH/WS multiple times daily
- Assist with custodial work orders submitted
- Assist with removal of snow and ice from walkways as needed
- Climb ladders and scaffolds

Additional Duties and Responsibilities

- Contact personnel as required for emergency conditions outside regular hours
- Occasionally on call for emergencies
- Other duties as assigned by Building Manager or Asst. Facilities Director

Knowledge, Skills and Abilities

Ability to Communicate:

- Descriptive data and information, such as regulations, blueprints, maintenance schedules, general operating manuals and routine and non-routine correspondence
- Verbally and in writing with department personnel
- Explain, demonstrate, and clarify to others established policies, procedures, and standards

Knowledge of:

- Adding, subtracting, multiplying, and dividing

Mental Ability to:

- 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

Environment

- Moderately unsafe and uncomfortable in respects to noise, temperature variations, odors, toxic agents, and dust.

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 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

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.

Incumbent's Signature

Date

APPROVALS:

Supervisor

Date

Department Head

Date

Human Resources Representative

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.