

Wells County, North Dakota

Wells County Courthouse
700 Railway ST N
Fessenden, ND 58438
(701) 547-3521

Job Description

Job Title: Custodian	Job Status: Full-Time
Department: Custodial	FLSA Status: Exempt
Reports To: County Auditor/Board of County Commissioners	Effective Date: October 2019

❖ Nature of Work:

The nature of work for this position is to perform custodial and maintenance tasks in and around the Wells County Courthouse and KTL building.

❖ Essential Functions of Work:

- Cleans and maintains all areas of the Courthouse and KTL buildings and grounds.

❖ Floor Maintenance

- Sweeping, dusting, vacuuming, and mopping.
- Scrubbing, waxing, and buffing (most will need to be done when the courthouse is closed).

❖ Bathroom Maintenance

- Daily cleansing of all stools, urinals, sinks, floors, and mirrors.
- Fill paper towel, toilet paper, and paper cup dispensers.

❖ General Building Maintenance

- Checking on heating system in winter months to be sure it is functioning properly (including weekends), checking thermostats prior to closing each day, and see to it that they are not set on too high of a setting.
- Painting, if requested and approved.
- Basic repairs not requiring specialized tools and/or equipment.
- Window repair, washing inside and out.
- Light bulb replacement, cleaning of light fixtures.
- Inspect, clean, and call for repair of air conditioning units.
- Dusting counters, window sills, doors, mopboards, and heat registers.
- Emptying garbage. (daily, if necessary)
- Clean spots on carpet, vacuum at least weekly or when requested, and shampoo carpets as needed and when approved.
- Move tables and furniture when requested.
- Clean, dust, and sweep vaults when requested.

- Order custodial supplies, ensure proper storage, and keep records of maintenance repairs and tasks performed.
- Unlock the Courthouse by 8:00 am each morning (7:30 am during summer hours) unless instructed to open at a different time and lock the courthouse at 4:00 pm each evening (4:00 pm Monday thru Thursday; 1 pm on Friday during summer hours) unless instructed to lock up at a different time.
- Inspect roof each spring and fall for obvious defects and repair, if possible, or arrange for professional repairs.
- Operate, test and inspect elevator function and safety weekly.

❖ **Grounds Maintenance**

- Mowing and trimming of yard, spraying of noxious and/or other weeds
- Trim bushes and trees.
- Planting, weeding, trimming, and watering of bushes, etc.
- Shoveling and/or snow blowing of sidewalks and removal of ice from entrance/exit areas and sidewalks.
- Inventory and store all equipment and make necessary repairs.
- Remove snow from parking lot or arrange for the removal of snow by the County Road employees.
- Ensure exterior lights and lights on flag are operating and monitor flag and replace when necessary.

❖ **Other Responsibilities**

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and other employees, and members of the public.
- Perform other duties with similar skill, responsibilities and work conditions which may be assigned by the Board of County Commission.
- Assist drivers of delivery trucks in the delivery of supplies.
- Assist with the storage and placement of supplies and equipment.

❖ **Minimum Training and Experience Required to Perform Essential Job Functions**

- High School diploma or GED and six months experience in related field or any combination of education and experience.

Physical and Mental Abilities Required to Perform Essential Job Functions

❖ **Language Ability and Interpersonal Communication**

- Requires the ability to compile, assemble, copy, and record data and information according to a prescribed scheme or plan.
- Requires the ability to explain, demonstrate, and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.
- Requires the ability to utilize a wide variety of reference data and information, such as billings, letters, production orders, operating instructions, and schedules and records.
- Requires the ability to communicate orally and in writing with supervisor.

❖ **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication, and division.

❖ **Judgement and Situation Reasoning Ability**

- Requires the ability to carry out instructions furnished in written, oral or diagram form. Involve semi-routine standardized work with some latitude for independent judgment regarding choices of action.
- Requires the ability to exercise the judgment, decisiveness, and creativity in situation involving a variety of generally pre-defined duties that may be subject to frequent change.

❖ **Physical Requirements**

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustments on equipment, machinery, and tools, such as riding lawn mower, skid steer, lawn sprinklers, floor buffer, and vacuum cleaner, and materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements, such as maintaining equipment.
- Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting (70 pounds), carrying, pushing, and pulling moderately heavy objects and materials.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job related objects, materials, and tasks.

❖ **Environmental Adaptability**

- Requires the ability to work under frequently unsafe and uncomfortable conditions where exposure to environmental factors, such as temperature variations, odors, toxic agents, noise, vibration, wetness, machinery, electrical currents, and dust, may cause discomfort and where there is a risk of injury.

❖ **Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of skills, duties, responsibilities or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining the Custodian related position. The job description does not constitute an employment contract or an employment agreement. The employment is an employee “at will” under ND law and may be hired or fired at the discretion of the State’s Attorney. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells 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.