

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Janitor
DEPARTMENT: Building Maintenance
WORK SCHEDULE: As Assigned
JOB CATEGORY: LTC I (Labor, Trades, Crafts)

DATE WRITTEN: March 2006
DATE REVISED: August 2012

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Janitor for the LaPorte County Building Maintenance Department, responsible for performing various janitorial duties.

DUTIES:

Performs general maintenance on County buildings including painting, mopping, sweeping, stripping and waxing floors, changing light bulbs, emptying trash, washing windows, and performing a monthly check on fire extinguishers.

Inspects condition of restroom facilities, cleans, replenishes supplies, and performs minor plumbing repairs as needed.

Operates custodial equipment, such as industrial sweepers, and uses a variety of cleaning and sanitizing agents in performing assigned tasks.

Maintains appearance of various offices by dusting and cleaning desks, tables, file cabinets, and computer terminals. Cleans and assists with setting up conference rooms for special functions.

Cleans and sweeps parking lots and removes trash and debris. Maintains County grounds, including mowing grass, picking up leaves, trimming trees and bushes, planting flowers, and removing snow as required.

Maintains serviceability of equipment and tools, notifies supervisor of need for replacement of supplies, orders supplies, and assists with putting away supplies as necessary.

Erects outdoor signs to advertise community affairs.

Performs minor carpentry repairs, such as repairing drawers and chairs as necessary.

Checks boiler for water levels, ensures air handlers, furnaces, and air conditioners are running properly, and adjusts temperature levels in County buildings as necessary.

Performs errands for office personnel, such as moving boxes, cabinets, furniture, and other related office equipment.

Answers telephone and greets office visitors, determines nature of call or visit, answers inquires and provides assistance, takes messages, or routes caller to appropriate person or department.

Supervises work of Community Service workers, ensuring proper completion of assigned tasks.

Assists general maintenance personnel as required.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Must be at least 18 years of age.

Knowledge of standard practices and procedures of building maintenance and ability to perform minor plumbing and electrical repairs.

Familiarity with proper use of chemicals and cleaning products.

Knowledge of applicable safety precautions and procedures.

Ability to operate various hand and/or power tools and equipment, such as hammer, screw drivers, wrenches, drills, power saws, air nozzle, air compressor, mop, broom, files, ratchet, grinder, steam cleaner, industrial sweepers, buffers, vacuums, snow removal equipment, and lawn maintenance equipment.

Working knowledge of and ability to operate custodial equipment such as industrial sweepers, vacuums, mops, brooms, and a variety of small hand tools.

Knowledge of mixing and chemical application procedures.

Working knowledge of basic department procedures.

Ability to apply knowledge of people/locations, plan/layout assigned work projects, and make simple arithmetic calculations.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended and evening hours.

Ability to perform physical requirements of essential duties.

Possession of a valid driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to standard operating procedures and policies of the department. Incumbent receives general instructions from supervisor and is responsible for maintenance and minor repair of County buildings, grounds, and equipment. Work is reviewed by supervisor as necessary and upon completion, and incumbent suggests alternatives to improve work quality. Care and skill is required to protect building and equipment.

Incumbent reports directly to the Maintenance Supervisor.

III. PHYSICAL EFFORT:

Incumbent performs duties requiring moderate physical exertion, such as sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, close vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering tools and equipment.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties in standard offices and outdoors, and is exposed to extreme temperatures, inclement weather, cleaning chemicals and their fumes, dust, dirt, confined areas and high places as required by maintenance tasks, and noise from generators, air handlers, electrical switching panels, lawn mower, and snow blower. Safety precautions, including the use of protective gloves, must be used at all times to avoid injury to self and others.

Incumbent occasionally works extended and evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Janitor for the LaPorte County Building Maintenance Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name