



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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470 Center Street • Building 4 • Chardon, Ohio 44024-1071

## ***JOB OPPORTUNITY #1906***

*To be posted Friday, June 3, 2022 until filled*

**Position:** Custodian 1  
**Hours:** Noon to 8:30 PM, Monday through Friday  
**Location:** Maintenance - Building & Grounds  
**Compensation:** \$12.90/hour Excellent Benefits Package

**Qualifications:** High school diploma or equivalent with six months of related experience; or any combination of education and experience that provides the requisite knowledge, skills and abilities of the job.

**Definition:** Under general supervision performs a variety of office and building custodial tasks and routine building maintenance tasks; Identifies and reports needed repairs; Assists others as directed; Performs related duties as required.

### *Duties/Responsibilities/Abilities*

Performs a variety of custodial office and building tasks as scheduled or as needed; Maintains the cleanliness of the interior of the offices and common areas including sweeping and vacuuming floors, mopping and dust mopping, stripping and buffing and waxing floors, cleaning and shampooing carpets, removing and emptying trash and recycling bins, cleaning restrooms and ensuring availability of supplies, cleaning and sanitizing kitchens and drinking fountains; washing walls, doors and counters, washing windows and sills, dusting furniture, cleaning baseboards, cleaning light fixtures, etc.

Performs a variety of routine maintenance tasks; Follows preventative maintenance schedule; Polices buildings and grounds for litter; Changes light bulbs and replaces switches and fixtures; Patches walls; Assists with plumbing and carpentry repairs; Moves furniture and equipment, etc.

Identifies and reports needed repairs; Secures buildings by locking/unlocking doors; Assists others as directed.

Knowledge of methods, practices and techniques of building maintenance; common cleaning methods, practices and techniques; and departmental rules and regulations\*

Skill in operation of cleaning equipment and machinery; use of small tools.

Ability to follow verbal and written instructions, perform manual labor tasks; read and write common vocabulary; maintain records; work with minimal supervision; and lift and carry up to 50 pounds; complete safety training as required; identify problems; deal effectively with co-workers.

*Additional Requirements:*

Must pass (test negative) pre-employment drug test.

Must possess valid Ohio driver's license, or equivalent, and acceptable driving record.

Must be able to perform all physical aspects of the job duties.

Require mobility to walk, stand, stoop, reach, twist, bend and lift.

Perform work which involves lifting, pushing and/or pulling of objects which may approximate 50 pounds.

Conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

Is subject to inside and outside environmental conditions.

Work schedule normally noon to 8:30 PM.

Submit an *Application for Employment and resume* to the Geauga County Commissioners, Attn: HR Administrator #1906, 470 Center St Bldg. 4, Chardon, OH 44024. Details and application form at <https://bocc.geauga.oh.gov/public-notifications/job-opportunities>.