

GRANITE COUNTY
POSITION DESCRIPTION

October 2019

POSITIONS: Part-Time Fill-In Custodian/ Transfer Station Attendant

DEPARTMENT: County Building and Solid Waste District

ACCOUNTABILITY: County Building—County Commissioners.

Solid Waste—Reports to Solid Waste Transfer Station Supervisor and final accountability to Solid Waste Manager.

SUMMARY OF WORK:

Fill-In Custodian—Position is responsible for keeping the courthouse and grounds clean, tidy and safe from hazards when regular custodian is not available. Provides general maintenance, security and cleaning for the courthouse building and the grounds in the absence of the regular custodian. This position must be able to work after hours and during evenings on occasion.

Fill-In Transfer Station Attendant—Greets the public who use the transfer station; directs the public to appropriate dumping and recycling locations; provides customer assistance; property management and security; compacts trash in dumpsters using county equipment; operates and maintains scales and computer in accordance with county policy; and generates weight tickets for customers and county records.

JOB CHARACTERISTICS:

Nature of work: Both of these positions performs physical labor and requiring work in the outdoors; may work in adverse weather conditions and extreme temperatures. Positions must adhere to safety procedures and techniques at all times. Both positions work with hazardous waste, stench, fumes, air borne particles and chemicals. May also experience slippery surfaces and vibration from electrical and motorized equipment. Must adhere to the safety practices in dealing with equipment/boilers and waste as provided by the Granite County Safety Committee and the Policies and Procedure Manual in both positions.

Personal Contact: Both of these positions includes daily contact with public and other employees. Custodian fill-in coordinates schedule of cleaning with courthouse office personnel. Transfer Station Attendant is required to have weekly contact with contracted hauler to dispose of waste along with other county personnel.

Essential Functions: Fill-in Custodian—Employee must be able to perform the following: sweep, mop, vacuum, dust, operate hand and power tools, climb stairs, paint, do plumbing and minor electrical work. Empty garbage cans, lift up to 50 pounds, occasionally move up to 100 pounds. Visually inspect areas, operate cleaning equipment, wash walls, climb and balance on a ladder, crouch, kneel, stoop, bend, reach, grasp, negotiate close quarters, and push and pull a variety of hand and power tools. Frequency of custodial duties is attached

to this job description as "Appendix A", and this attachment is included as part of this job description by this reference thereto.

IN THE ABSENCE OF REGULAR CUSTODIAN—Performs routine and scheduled cleaning of community areas, office spaces, restrooms and boiler room area in the courthouse. Performs light carpentry and structural repair and maintenance of facility and grounds. Performs landscaping and grounds maintenance, including planting flowers, mowing, raking, watering and pruning. Removes snow and ice from walkways around complex.

Fill-In Transfer Station Attendant—Employee must have the ability to communicate with the public; assess trash weight as per policy, get signed weight receipts from users; calculate fees: visually inspect areas; use and maintain county equipment; use hand and power tools; maintain fences; walk on uneven ground; lift objects up to 75 pound; pick up litter at container site and recycling site; hear customers and approaching equipment; follow safety guidelines.

Conducts on-site inspections of the incoming waste and screens for waste for proper disposal. Calculates the proper fees when appropriate. Receipts and records any fees received at the sites.

Maintains and operates weight scales and computer in accordance with county policy.

Maintains and cleans the property and equipment. Cleans garbage from grounds and adjacent property. Maintains fences, roads and does weed and rodent control. Keeps site locked and closes lids on trash dumpsters at night and when site is unattended. Performs other related duties as required.

Follows safety procedures of Granite County Safety Committee and Granite County Solid Waste District Policies and Procedure Manual.

JOB REQUIREMENTS:

Fill-In Custodian--KNOWLEDGE: This position requires knowledge of: Boilers, plumbing, cleaning and maintenance, cleaning chemicals, and safety procedures and techniques.

SKILLS: This position requires skills in plumbing, painting, operating snow removal equipment, and general maintenance of building and grounds.

ABILITIES: This position requires the ability to: be self-disciplined; perform strenuous physical tasks; operate hand and power tools; follow safety procedures and techniques; communicate; follow verbal or written instructions; complete tasks in a timely manner; maintain confidentiality of information obtained during routine cleaning.

Transfer Station Attendant--KNOWLEDGE: This position requires a knowledge of, or ability to learn, laws and regulations governing solid waste disposal. Knowledge of safety procedures in dealing with the waste and handling equipment.

SKILLS: This position requires skill in accurate data entry, which includes computer use. Require use of hand tools, as well as being an experienced operator of some types of county equipment.

ABILITIES: This position requires the ability to: communicate effectively with the public; follow safety procedures; work in adverse weather conditions; walk on uneven ground; lift weight up to 75 pounds; follow

verbal and written instructions; and establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE: The above knowledge, skills and abilities, for both positions are typically through a combination of education and equivalent to:

- A High School diploma or GED equivalent.
- Requires a valid State of Montana driver's license.

Fill-in Custodian—Experience with lawncare, cleaning, cleaning chemicals, and cleaning and lawncare equipment preferred.

- Must possess, or be able to acquire a current Third-Class Boiler Engineer's License within one (1) year of employment with County.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties and "Areas of Job Accountability and Job Performance Standards".

- Performs assigned duties;
- Capably manages transfer site property and courthouse, providing a clean and safe environment;
- Provides helpful assistance and information to the public;
- Keeps property and equipment maintained and clean;
- Follows safety procedures of Granite County Safety committee;
- Generates weight tickets and obtains signatures from customers.;
- Observes work hours;
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public; and,
- Responsible for reading and complying with Granite County's Personnel Manual and Granite County's Solid Waste District Policies and Procedure Manual.

APPENDIX A

FREQUENCY OF CUSTODIAL DUTIES

<u>TYPE OF DUTY</u>	<u>ACTION</u>	<u>FREQUENCY</u>
1. WASTEBASKETS	EMPTY	DAILY
2. GENERAL DUSTING		DAILY
3. WATER FOUNTAIN	CLEAN	DAILY
4. WALLS	SPOT CLEAN	AS NEEDED
5. FLOORS	DUST MOP	DAILY
	i. WET MOP	AS NEEDED
6. CARPETS, HIGH TRAFFIC	VACUUM	DAILY
7. PANELING, DOORS, SILLS	OIL	QUARTERLY
8. LIGHTS AND BULBS	REPLACE	AS NEEDED
9. TOILETS	CLEAN	DAILY
10. SPILLS	CLEAN UP	AS NEEDED
11. OUTER DOORS	UNLOCK	7:30 A.M. DAILY
12. INTERIOR LIGHTS	TURN ON	7:30 A.M. DAILY
13. TREES, LAWN, FLOWERS	WATER	AS NEEDED
14. LAWN	MOW & TRIM	AS NEEDED
15. WALKS & STEPS	CLEAR ICE & SNOW	AS NEEDED
16. BOILERS (JAIL & COURTHOUSE)	SEE O&M MANUAL	DAILY
17. BATHROOMS		
ALL FIXTURES	CLEAN & DISINFECT	DAILY
FLOORS	SWEEP & MOP	DAILY
PAPER PRODUCTS	REPLENISH	AS NEEDED
SOAP	REPLENISH	AS NEEDED
18. EQUIPMENT & FIXTURES	REPAIR	AS NEEDED
19. LOCKS	LUBRICATE	TWICE YEARLY
20. WINDOW MECHANISMS	LUBRICATE	TWICE YEARLY
21. FRONT & SIDE DOOR WINDOWS	CLEAN	AS NEEDED
22. TRASH	TAKE OUT TO DUMPSTER	WEEKLY