Muskingum County Board of Developmental Disabilities
1304 Newark Road, Zanesville, Ohio 43701
Phone: 740-453-4829
Fax: 740-450-9227

MAINTENANCE CUSTODIAN I

DEPARTMENT	Maintenance
IMMEDIATE SUPERVISOR	Facilities Manager
FLSA & CLASSIFICATION STATUS	Non-Exempt & Classified
WORKING DAYS & HOURS *Follows the board approved 12-Month Staff Holiday & PTO calendar, consisting of 249 workdays plus 11 state holidays.*	Full-Time Monday - Friday AM Coverage 6:30am - 2:00pm PM Coverage 3:00pm - 10:30pm ***Flexible/Variable Hours - may not remain constant; including evenings and weekends***

POSITION SUMMARY

Responsible for routine cleaning, preventative maintenance, and general upkeep of county board facilities, grounds, and properties in accordance with county board policies and procedures, and in compliance with OSHA, state, county, and local health and safety regulations.

QUALIFICATIONS

- A high school diploma or equivalent is required.
- Previous custodial and maintenance experience required.
- Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.
- Must maintain a valid State Driver's License.
- Must maintain a status of insurability for motor vehicle insurance.
- Must obtain CPR/First Aid training as required within the first six months of employment and maintain throughout employment.

- **Knowledge of:** cleaning methods for floors, carpets, windows, restrooms, and other surfaces; proper use of custodial tools and equipment (vacuums, buffers, mops, cleaning chemicals); use of personal protective equipment.

- **Ability to:** follow instruction, coordinate with other custodial staff, follow standard operating procedures for cleaning and maintenance schedules; interact with staff, students, and visitors.

- **Skill in:** cleaning and sanitation; basic maintenance and repairs, cleaning equipment operation, safety protocols.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Performs various cleaning tasks to maintain cleanliness and appearance of county board facilities and furnishings including, but not limited to: cleaning, sweeping, dusting, mopping, buffing, and waxing floors, cleaning restrooms, changing light bulbs, changing batteries in smoke alarms, washing windows, sweeping walks, emptying waste baskets, removing trash, caring for custodial equipment, making repairs to equipment and buildings.
- Performs semi-skilled building maintenance tasks including, but not limited to: painting walls and/or building structures, performing preventative maintenance to building, heating, ventilation, and air conditioning systems, repairing doors and locks, repairing parking lots, sidewalks, and lawn equipment when needed.
- Performs maintenance, replacement, minor installation and repair of plumbing equipment including, but not limited to: water and sewer pipes, trap fittings, plumbing fixtures, valves, faucets, toilets, sinks, bathtubs, and piping.
- Performs maintenance, replacement, minor installation and repair of electrical equipment including, but not limited to: light fixtures appliances, emergency generators, intercoms, meters, fans, radios, televisions.
- Performs carpentry work involving maintenance, alteration and/or repair to buildings, equipment, and wooden structures including, but not limited to: doors, windows, walls, floors, partitions, stairways, furniture, and door closures.
- Performs various grounds maintenance and lawn care tasks to ensure beautification and safety of county board properties including, but not limited to: mowing, trimming, landscaping, and removing snow/ice from parking lots and sidewalks as dictated by the weather.
- Ensures the security of county board facilities by locking doors, gates, and entrances, turning off lights, and activating alarms.
- Reports to the Facilities Manager any known problems and/or conditions of the county board facilities, grounds, and properties.
- Identifies and recommends necessary equipment and supplies to the Facilities Manager and coordinates their purchase as needed or directed.
- Receives, inventories, stores, and issues materials, supplies, and equipment.
- Coordinates schedule with other maintenance personnel to ensure 24-hour coverage of the county board's facilities, grounds, and properties.
- May be asked to be on-call for emergency situations or residential emergencies after normal working hours.
- Responsible for reporting any accident(s) involving vehicle(s) under operation immediately to the Facilities Manager and Director of Human Resources.

- Completes coursework through in-service training sessions, online courses, and classroom instruction as required.
- Completes hands-on fire extinguisher use and safety training, ensuring proper handling and compliance with fire safety regulations and emergency response procedures.
- Mandated reporter for all reports of abuse, neglect, and exploitation/misappropriation for all children and adults, aged, blind, and/or disabled. Must report suspected or actual abuse/neglect instances to Supervisor and/or the SSA On-Call, as outlined in the Major Unusual Incidents (MUI) policies and procedures.
- All employees are considered to be confidential employees who shall abide by confidentiality and HIPPA regulations and shall agree to abide by all policies surrounding confidential and sensitive information. Each person entrusted in any position or aspect of employment with the County Board of DD holds a position of trust relative to this information and shall recognize the responsibilities entrusted to them in preserving the security and confidentiality of this information.
- All Employees must understand and practice professional ethics and must model appropriate social and moral behavior as a public employee supported by public monies.
- Performs other duties as assigned.

WORKING CONDITIONS

- Work is performed indoors and outdoors, including offices, classrooms, restrooms, hallways, and grounds.
- Exposure to dirt, dust and various cleaning agents and chemicals; outside work in inclement weather with exposure to heat, cold, rain, snow and other outdoor weather elements; exposure to moving parts and equipment; exposure to situations that involve heights and/or precarious spaces.
- May be exposed to aggressive or otherwise maladaptive behaviors, blood-borne pathogens, communicable diseases, and potentially infectious materials.

- **Usual Equipment Operated include:** maintenance tools and equipment, power tools, vacuum cleaner, scrubber, buffer, waxer, carpet cleaner, ladders, tractor, mower, lawn equipment, snow blower, plow, painting equipment, pallet jack, floor jack, motor vehicle, and other custodial and maintenance equipment.

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The physical demands described below reflect the activities typically required to perform the essential duties of this position. These descriptions are not intended to serve as job qualification standards. Instead, they are provided to help the employer, employee, or applicant identify tasks where reasonable accommodations may be necessary if an otherwise qualified individual is unable to perform certain essential duties due to a disability covered under the ADA.

- **Usual Physical Demands include:** must be able to frequently stand, walk, bend, stoop, kneel, and reach to perform cleaning and maintenance tasks; must regularly lift, carry, push, and pull objects such as trash, cleaning supplies, equipment, or furniture, often weighing up to 50 lbs; may be required to climb ladders or stairs, using hand and finger dexterity to operate equipment and perform minor repairs; moving safely around indoor and outdoor areas, including slippery or uneven surfaces; adequate vision and hearing are necessary to inspect areas for cleanliness, detect hazards, and respond to instructions or alarms.

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EMPLOYEE ACKNOWLEDGEMENT & DECLARATION

As an employee of the Muskingum County Board of Developmental Disabilities, I acknowledge that I have reviewed this job description in its entirety and understand the intent of the job description is to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work. I further acknowledge that I have been instructed on how to access the Muskingum County Board of DD policies and procedures, and agree to abide by its contents.

I acknowledge that I am required to remain substance free and that I am required to submit to background checks as a condition of initial and continued employment.

I agree to comply with all Board policies and procedures and at all times, will demonstrate respect, support dignity, and observe the rights of those served by the Board. I will work to ensure and maintain effective relationships with other employees, program participants, parents/guardians, and state and local community service agencies.

I will adhere to all local, state, and federal laws and Muskingum County Board of Developmental Disabilities policies and procedures.

_____ ___/___/___
Employee (Print) *Date*

_____ ___/___/___
Employee (Signature) *Date*

_____ ___/___/___
Superintendent *Date*