

**MACON-BIBB COUNTY GOVERNMENT  
PLEASE POST FOR ALL APPLICANTS TO READ**

**POST DATES: 05/02/2017 to Until Filled**

**EEOC CODE:**

**CLASS CODE:**

**CLASSIFICATION TITLE: Custodian**

**JOB CLASS (GRADE): 1**

**HOURLY RATE: \$11.23**

**LOCATION: Facilities Management**

**WORK WEEK: M – F**

**HOURS: 8:00 AM – 5:00 PM**

**DEPT. HEAD: Robert Ryals**

**(X) REPLACEMENT**

**( ) NEW REQUIREMENT**

**SUMMARY:**

The Custodian is responsible for performing work in the care, cleaning and maintenance of Macon-Bibb County buildings.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Sweeps, mops, waxes, and polishes floors.
- Vacuums and cleans carpets.
- Dusts and cleans furniture.
- Washes walls, windows, furnishings, and fixtures.
- Cleans restrooms, maintaining supplies.
- Collects and disposes of trash.
- Keeps inventory of cleaning supplies and reports low supplies to supervisor.
- Shelves supplies and transports materials.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Custodian must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the methods, practices, and materials used in cleaning operations.
- Ability to carry out assignments according to established schedules and practices.
- Ability to maintain effective working relationships with fellow employees and with members of the general public.

## MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Custodian should possess, at a minimum, a high school diploma; or any equivalent combination of education and one (1) to two (2) years of experience in general custodial work and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

### NECESSARY SPECIAL REQUIREMENTS:

- *Possession of a valid Georgia Motor Vehicle Operator's License.*
- Completion of Occupational Safety and Health Administration (OSHA)-approved training in exposure to hazardous chemicals and blood borne pathogens.

### SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

### TRAVEL:

The Custodian is required to travel on occasion.

## **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

### MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

### COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

### REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the employee to perform work while sitting, standing, walking, bending, crouching, or stooping. The employee often lifts light and heavy objects, climbs ladders, uses

tools requiring a high degree of dexterity, and must be able to distinguish between shades of color.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed both in County buildings and outdoors. The employee is exposed to noise, dirt and dust, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office **or** complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**