

**MONONA COUNTY  
JOB DESCRIPTION**

**Position:** Custodian  
**Department:** Secondary Roads  
**Status:** Non-Exempt

**Reports to:** County Engineer  
**Revision Date:** Feb. 2017  
**Pay Grade:** Set by BOS

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**POSITION SUMMARY:** The Custodian is responsible for the upkeep and maintenance of the Courthouse, Courthouse Annex, including, but not limited to, the heating and cooling systems, cleaning the buildings, and keeping the areas around the Courthouse complex clean and provide an acceptable appearance.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The following duties are normal for this position. These job duties are not to be construed as exclusive or as a specific list; other duties may be required and assigned by the County Engineer.*

- Keeping the sidewalks and parking areas surrounding the Courthouse free of ice and snow.
- Keeping the lawn mowed and areas surrounding the Courthouse grounds landscaped and free of limbs and debris.
- Dust all furniture, blinds and windowsills be-weekly.
- Maintain the heating and cooling during regular business hours.
- Buff and maintain the floors quarterly.
- Any other janitorial work, maintenance, repair work, yard work, and/or miscellaneous duties necessary and/or requested.
- Contact the County Engineer or Board of Supervisors if any repair work is needed.
- Perform other directives or tasks as instructed by the Board of Supervisors.

**MINIMUM TRAINING & EXPERIENCE REQUIRED:**

High school diploma or certified GED; write and perform basic math at a high school equivalency. Must possess and maintain an Iowa driver's license and maintain insurability. Possess basic mechanical ability to complete required tasks. Previous training and knowledge with heating and cooling systems is necessary. Must be able to complete training and obtain certification in the use of pesticides.

*(continue)*

## **PHYSICAL & MENTAL ABILITIES REQUIRED:**

1. Language Ability & Interpersonal Communication
  - A. Ability to communicate effectively with members of the public, department heads, supervisors and other county employees.
  - B. Ability to explain, demonstrate and clarify to others information regarding the different aspects of the job areas, as well as the ability to follow specific instructions and respond to simple requests from others.
  - C. Ability to communicate orally and/or in writing with County Engineer and Board of Supervisors, and other employees.
2. Mathematical Ability
  - A. Ability to apply general math and calculation skills necessary to satisfy the job requirements.
3. Judgment and Situational Reasoning Ability\
  - A. Ability to use functional reasoning and demonstrate the skills necessary in performing the essential job duties.
  - B. Ability to exercise the judgement, decisiveness and creativity required in situations involving the direction, control and planning to fulfill the various job duties.
4. Physical Requirements
  - A. Ability to operate equipment and machinery with some regularity.
  - B. Ability to function in a wide variety of physical activities, including moderate lifting of equipment.
  - C. Ability to translate from inside work to outside environment/work and vice versa.
  - D. Ability to exert moderate physical effort typically involving some combination of stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
5. Environmental Conditions
  - A. Ability to work under generally safe and comfortable conditions inside the buildings and all weather conditions incurred outside.
6. Compliance
  - A. Compliance with the employee handbook, county policies, work rules, directive, and other terms of employment as required.