



LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	Intermittent Custodian	Reports To:	Maintenance Supervisor
Division:	Maintenance	Civil Service Status:	Unclassified Intermittent
Schedule: Varies/Flexible		FLSA Status:	Non Exempt
Salary Range: \$14.00 per hour		Hours: Varies	Days: As needed

QUALIFICATIONS: High school diploma or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS:

EMPLOYMENT REQUIREMENTS:

Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment). Knowledge of building maintenance. May be requested to lift, carry, and move enrollees, including children, adolescents, and adults in a safe manner, according to in-service training.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

Maintain the cleanliness and sanitization of all assigned facilities by cleaning office area, classrooms, restrooms, hallways, gymnasium, cafeteria, etc.
 Perform minor maintenance duties necessary for the efficient use of facilities and equipment.
 Wash windows.
 Clear sidewalks of snow and ice.
 Unlock/lock building(s) and secure alarm system
 Reports all needs for major maintenance to the immediate supervisor and conducts routine inspections of the facility.
 May provide work site supervision for Adult Services Enrollee Maintenance trainee (s)
 Maintain a safe environment within and outside the facilities
 Maintains a close cooperative relationship with staff and administration.
 Maintains professional ethics in keeping with the confidentiality of information and material with which he/she may come in contact.
 Reports to the facility at the assigned time and remain until the assigned quitting time, unless otherwise authorized by the administration.

Provide supervision of facilities during evening events, per request, and reporting any and all problems to his/her immediate supervisor.
 Shall be available during emergency situations.
 (respond to building alarm calls, mechanical failures, etc.)
 Shall keep custodial supply inventory and request supplies monthly.
 As necessary employee shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.
 Assume any other related duty as assigned by the administration.

ESSENTIAL FUNCTIONS OF THE POSITION: *For purposes of 42 USC 12101 and OAC 4112-5-08:*

1. Maintains the cleanliness and sanitation of assigned areas.
2. Inspects facilities, identifies and reports major maintenance needs.
3. Performs routine maintenance on facility and equipment.
4. Reports timely for work, works evenings upon request, and reports during emergencies.
5. Prepares facilities each day for usage, including clearing sidewalks of snow and ice.
6. Follows directions.
7. Assist in lifting, carrying and moving enrollees.
8. Lifts, carries, and moves equipment and supplies.
9. Demonstrates regular and predictable attendance.
10. Shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.

GENERAL EXPECTATIONS:

- Promotes and implements the mandates of the LCBDD in a professional, positive, and efficient manner.
- Maintaining confidentiality is required.
- Regular and predictable attendance is expected.
- Preserving a valid certification, licensure or registration is expected for those positions that require such in order to continue employment.
- It is essential for the employee to maintain all training and in-services required by the position.
- The LCBDD promotes a non-hostile and non-discriminating work environment. Employees must adhere to respectful conduct and language at all times. The Board expects all employees to follow policies/procedures of the department and Agency rules and regulations.

COMPETENCIES FOR THIS POSITION: This is specialized work involving routine maintenance and custodial duties, as well as the performance of custodial duties to assist in the care of the building and grounds.

POSITIONS DIRECTLY SUPERVISED: none

EQUIPMENT OPERATED: Forklift, Lawn Equipment and Basic Power Tools

WORKING CONDITIONS:

- Position may involve exposure to individuals with medical and behavioral risks.
- Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior.

Signatures:

I acknowledge that I have received a copy of the Intermittent Custodian Description; I have read the Job Duties, Qualifications, Conditions, Essential Functions and Knowledge/Skills/Abilities of this position; I attest that I meet all requirements and I am able to perform the job duties of this position.

The position description accurately reflects the nature of the duties which I will be expected to perform, the number of days and hours that I am expected to work, with reasonable assurance of work after scheduled unpaid break days.

I hereby understand that my position is that of Custodian and that I can be assigned to any Custodian position within the agency.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature	Employee Printed Name	Date
Superintendent Signature	Superintendent Printed Name	Date