



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: June 26, 2022

Title of Item: Recommendation from the Consultant (Grade 3 Custodian / Maint. Tech.)

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 2 Minutes
Summary of Issue: <p>Terry Amerhein retired 10/22/2021 as a part-time Custodian. The position has been vacant since that time. The 2022 budget includes the position being refilled as a full-time position mid-year. We would like to advertise the position now.</p> <p>A copy of the updated job description is attached which has been updated to include 50% custodian work and 50% maintenance work. The consultant recommends Grade 3 for this combined position.</p> <p>Jim Bright, Facilities Coordinator, will be present to answer any questions.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to accept the consultant's recommendation of Grade 3 and to authorize staff to advertise and fill the full-time Custodian/Maintenance Technician position.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Funds for this position are included in the 2022 Building Maintenance budget.		

Legally binding agreements must have County Attorney approval prior to submission.



CUSTODIAN / MAINTENANCE TECHNICIAN

Department Administration / Building Maintenance
Grade Grade 3
Reports to Facilities Coordinator
FLSA Status Non-exempt
Union Status AFSCME Courthouse Unit

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To provide custodial, grounds, and building maintenance services.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority, but is occasionally required to serve as a work leader over temporary staff and/or STS workers.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Cleans and maintains buildings so they are safe, sanitary, and attractive. Duties may include but not be limited to: Empty wastebaskets, mop and disinfect floors, clean and disinfect sinks, mirrors, toilet bowl-seats, urinals, and pipes, fill hand soap, paper towel, and tissue supplies, check that restroom faucets and drains are working properly, clean doors and partitions, spot clean walls and ceiling, replace lights, clean baseboards and light fixtures, clean exterior of all dispensers, vacuum carpeted areas, sweep tiled floors with dust mop, clean window glass on doors, clean whiteboards, dust ledges and other surfaces, clean shades or blinds, clean and disinfect drinking fountains, clean stairs, set-up tables and chairs before training or events, clean and put away tables after training or events, clean ceiling vents, strip/seal/wax tiled floors, shampoo carpets, sand and seal window ledges, clean furniture, desks, tables and chairs, and other related duties. Hauls garbage out of the buildings.
2. Repairs and maintains equipment, furniture, plumbing, building, and fixtures to ensure proper working conditions and appearance by using small tools and knowledge of basic carpentry, electrical



Position Description

work, plumbing, heating, painting, fabricating and air conditioning systems. Inspects fire extinguishers and emergency exit lights monthly.

3. Performs groundskeeping activities, including mow the grass, trim, rake, pull weeds, plant flowers, pick up trash, and snow and ice removal from entryways, walkways and parking lots. Monitors winter weather and adjusts work schedule as directed by the Facilities Coordinator when necessary; directs STS workers in sidewalk snow removal early mornings and occasionally on weekends. Maintains lawn tractor by performing seasonal tune-ups, lubrication, and blade sharpening.
 4. Reports signs of vandalism or abuse of facilities.
 5. Maintains adequate security measures. Secures buildings by locking doors and windows.
 6. Operates equipment safely wearing proper personal protective equipment when necessary. Repairs and maintains equipment used on the job. Schedules and performs preventative maintenance work as necessary on equipment.
 7. Disposes of recycling materials according to policy.
 8. Sets up facilities as needed to accommodate a variety of training or meetings.
 9. Subject to call out prior to or after normal business hours and on weekends to perform snow removal and/or to handle emergency repairs.
 10. Picks up supplies and runs other errands as necessary.
 11. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

High school diploma or GED required. Prior experience or training in building and property maintenance is preferred. A Building Maintenance Certification from a college or technical school, typically a one year or less program, would be beneficial, but is not required.

Valid Minnesota driver's license required. Employment reference checks, a criminal background check, and pre-employment physical will be performed as part of the pre-employment process.

Must have the physical ability to regularly lift and hoist up to 50 pounds when hauling garbage out of the buildings, to climb/descend stairs for cleaning, and to bend, twist, lift, push, and pull when mopping and sweeping and performing other essential functions of the position.

May be required to use personal or county vehicle for errands or other county-related business. Is required to provide proof of insurance on personal vehicle at time of hire.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Basic cleaning and repair responsibilities and procedures surrounding the maintenance of a large facility.
3. OSHA regulations and safe operation of tools and equipment.



Position Description

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Reading, writing, and speaking English proficiently.
3. Organizing and prioritizing work.
4. Operating hand tools, small power tools, and other job-related equipment.
5. Light carpentry, basic plumbing, basic electrical, and painting skills.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and the public with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Prepare and maintain accurate recordings regarding repair and maintenance work.
4. Understand and carry out oral and written instructions
5. Work independently and exercise good judgment, demonstrating a high degree of self-motivation.
6. Attention to detail and ability to identify needed repairs.
7. Establish and maintain effective working relationships with supervisors, co-workers, and the public.
8. Exercise independent judgment, and demonstrate good organization and time management skills.
9. Endure physical demands of the position involving long hours of standing, heavy lifting, climbing, bending, twisting, balancing, stooping, kneeling and crouching.

Language Skills

Basic Skills - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Basic Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software, E-time, Outlook, Internet, Heating Ventilation & Air Conditioning (HVAC) software, and other job-related programs.



Ability to Travel

Travel is required for delivering mail to the post office and occasionally for running errands to pick up parts or supplies.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, problem solving, technical skills, customer service, interpersonal skills, oral communication, teamwork, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

The noise level in the work environment is usually moderate to loud. The employee carries out many different tasks in a single day and could work at any number of building locations, both indoor and outdoor in all types of weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, dust, fumes, smoke, gasses, or airborne particles, toxic or caustic chemicals, intermittent noise, and risk of electrical shock. The employee occasionally works in high places, on ladders or scaffolding.

Work is medium to heavy, involving lifting and carrying objects weighing over 50 pounds. Finger and manual dexterity and motor coordination are required for the variety of tasks performed. Subject to working with cleaning chemicals.

Equipment and Tools

Janitorial cart, mop, broom, floor buffing machine, computer, copier, telephone, calculator, hand tools, power tools, measuring and metering devices, lawn mower, weed whip, shovel, rake, garden tools, and other job-related tools and equipment, in addition to county-owned vehicles.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, daily lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to regularly lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium to heavy work, exerting up to 50 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Offers of employment are conditional on successful completion of a physical exam, to ensure the applicant's ability to meet the physical demands of the job.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.



Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

07/26/2022

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*