



Operate a variety of equipment such as vacuums, mops, buffer/scrubber machines, carpet cleaners and various hand and power tools.

Monitor inventory levels of custodial and other designated supplies; assist with ordering, receiving and maintaining inventory of supplies as assigned; stock classroom supplies as required.

Identify and report vandalism and safety, sanitary and fire hazards to appropriate staff; respond to emergency custodial and maintenance requests as needed.

Lock and unlock doors and gates as appropriate; set alarms as required; maintain security of assigned areas according to established guidelines.

Maintain routine records related to assigned activities as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper methods, techniques, materials, tools and equipment used in modern custodial and minor building maintenance work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Requirements of maintaining assigned work areas and fixtures in a safe, clean and orderly condition.

Proper methods of storing equipment, materials and supplies.

Cultivating, pruning and watering of flowers, trees and shrubs.

Operation of a wide variety of hand and power tools and equipment.

Appropriate safety precautions and procedures.

Proper lifting techniques.

**ABILITY TO:**

Perform a variety of custodial and routine assigned maintenance activities involved in maintaining assigned County Office work areas and fixtures in a safe, clean and orderly condition.

Operate and maintain a wide variety of hand and power tools and equipment.

Use various cleaning materials and methods.

Perform a variety of routine general maintenance and repairs in various areas such as plumbing, carpentry and electrical.

Move and arrange furniture and equipment.

Pick up and deliver a variety of County Office supplies and equipment.

Understand and follow oral and written directions.

Observe health and safety regulations.

Meet schedules and time lines.

Maintain routine records related to work performed.

Observe and report safety hazards and need for maintenance and repair.

