

OTTAWA COUNTY POSITION POSTING: CUSTODIAN

APPLY BY APRIL 11, 2021

Job Summary

Cleans & maintains various county offices, some light maintenance; driving to various county building locations.

Minimum Qualifications: To be successful in this position, applicant must:

- be able to read, write, and follow written and oral instruction;
- be able to work with minimal supervision;
- be able to operate commercial floor scrubbers, buffers, burnishing machines and other cleaning equipment;
- be able to follow safe work practices and procedures;
- be able to work outside in inclement weather;
- have a valid Ohio Driver's License;
- be willing to work with trustees, community service workers, Board of DD personnel, and others assigned; and
- have the ability to maintain effective working relationships with supervisors, the general public and co-workers.
- **Prefer previous custodial experience**

Essential Job Functions

These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- CONSISTENT & RELIABLE ATTENDANCE
- Cleans offices, hallways, floors, entryways, stairways and restrooms, including window and door glass and stair railings, and removes trash daily.
- Vacuums/sweeps carpeting and performs further special cleaning as necessary, and washes and waxes non-carpeted floors.
- Moves or stacks furniture in the process of cleaning specific areas.
- Collects recyclable materials on a regular basis.
- Washes cleaning rags as necessary.

Other Responsibilities

- May require some light maintenance duties such as replacing light bulbs when necessary, mowing lawns, or removing snow from sidewalks.
- Other related duties as assigned by Commissioners, County Administrator, Building and Grounds Superintendent.

Job Location

Various County buildings as assigned (Oak Harbor and Port Clinton locations)

Equipment Used

Vacuum cleaners, brooms, mops, floor strippers, shampoo cleaners, commercial floor burnishing machines, and other related equipment.

Physical Requirements

The ability to perform physical tasks requiring lifting up to 50 pounds, bending, stooping, kneeling, reaching, pushing, pulling and sustained physical exertion; and the ability and willingness to work in sometimes adverse weather conditions.

Supervision Received

This position reports to the Custodial Supervisor, who reports to the Building and Grounds Superintendent. Direction and guidance is received upon request or as needed by meeting with the Superintendent. Job requires self-sufficiency provides and minimal direct supervision. Candidates must be self-starters and independent.

TO APPLY: DOWNLOAD APPLICATION FROM <http://www.co.ottawa.oh.us/application.htm> OR PICK UP FROM COURTHOUSE. COMPLETED APPLICATIONS CAN BE:

1. Mailed to Human Resources at 315 Madison St. Port Clinton, OH 43452
2. Dropped off at the Courthouse (address above)
3. Faxed to 419-734-6885
4. Emailed to mish@co.ottawa.oh.us