

Classified Ad:

Henry County Custodial Worker

Henry County Commissioners seeking a full time Custodial Worker to perform general custodial maintenance tasks ensuring the cleanliness of county buildings and grounds. Must demonstrate maintenance skills through prior work history and demonstrate ability to perform manual cleaning tasks, climb ladders, operate power custodial equipment, and maintain good public relations.

Full job posting can be viewed at www.henrycountyohio.com, follow the custodial packet link, or are available at the Commissioner's office from 8:15-4:00 p.m. Monday through Friday. An application, cover letter, resume and 3 references must be submitted by Wednesday May 2nd to commissioners@henrycountyohio.com or can be mailed to: Henry County Commissioners, 1853 Oakwood Avenue, Napoleon, OH 43545.

POSITION DESCRIPTION

Henry County Commissioners

CLASSIFICATION TITLE: Custodial Worker

FLSA STATUS	Nonexempt	EMPLOYMENT STATUS	Full-time
FLSA TYPE	N/A	REPORTS TO	B & G Main. Supervisor
CIVIL SERVICE STATUS	Classified	DIVISION	Maintenance

DISTINGUISHING JOB CHARACTERISTICS

Performs general custodial maintenance tasks to ensure the cleanliness of county buildings and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with the requirements of that Act.

Performs various manual cleaning tasks to maintain cleanliness and appearance of county buildings, facilities and furnishings. Sweeps, mops and waxes floors. Operates carpet cleaner and spot-cleans carpet. Dusts and polishes furniture, wood work and other fixtures. Washes windows.

Operates vacuum cleaner, buffer and other floor and carpet maintenance equipment. Utilizes dust cloths, mops, palls brooms and various cleaning agents to perform cleaning tasks.

Shovels snow and salts sidewalks.

Cleans restrooms and replenishes soap, paper and other restroom supplies. Empties wastebaskets.

Cleans furnace filters and rooftop unit filters. Maintains building heating operations in Courthouse in absence of Building & Grounds Maintenance Supervisor.

Sprays cottonwood from rooftop and ground level air conditioner units. Sprays air conditioner units on hot days to prolong compressor life.

Checks fire extinguishers, exit lights and emergency lights in county buildings on a monthly basis to ensure proper working order.

Notes cleaning supply needs and notifies Building & Grounds Maintenance Supervisor to maintain readily available supply of cleaning agents, restroom supplies, sponges, and other cleaning materials.

Replaces sweeper bags, and performs other simple suggested routine general maintenance to sweepers, buffers and other equipment to maintain readiness and proper working order. Reports sweeper, buffer, carpet cleaner and other equipment repair needs to Maintenance Supervisor.

OTHER DUTIES AND RESPONSIBILITIES

Conducts 911 telephone check in elevator to ensure proper working order.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Vacuum cleaner; scrubber; buffer; waxer; carpet cleaner; ladders.

CONTACTS WITH OTHERS

Courthouse visitors and workers; general public. [Contacts are casual and not in a official role as a part of job duties other than to maintain good public and worker relations].

CONFIDENTIAL DATA

None

WORKING CONDITIONS

Good working conditions but with exposure to dirt, dust and various cleaning agents and chemicals.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently stands and walks for extended periods of time, uses hands to hold and control equipment; reaches with hands and arms, climbs and balances, and stoops, kneels, crouches, and crawls. The employee exhibits usual vision demands, with little or no detail or long distance requirements. The employee occasionally climbs and works on ladders and commonly lifts buckets, filled trash bags, pushes vacuum cleaners, buffers, and carpet cleaner. The employee may occasionally move chairs, tables and other furniture of standard size and weight and may walk on wet or slippery floors.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: standard custodial maintenance methods; chemicals, cleaning agents and other custodial supplies; equipment used in custodial maintenance; common safety practices.

Ability to: follow instructions; perform light manual labor for extended periods of time; develop and maintain effective working relationships with associates, courthouse visitors, and general public; identify areas in need of custodial work and maintenance work and determine appropriate work method.

Skill in: operation and basic maintenance of vacuum cleaner, buffer, and other custodial/maintenance equipment.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: work or personal experience cleaning facilities, carpets and other furnishings. Demonstrable knowledge of cleaning supplies and methods. Demonstrable ability to maintain good public relations with general public.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

None

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____ / /
Commissioner's President Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

_____ / /
Employee Date

HENRY COUNTY APPLICATION FOR EMPLOYMENT

Instructions: Your interest in employment with our County is appreciated. This application is the initial step in the selection process and it will help the County assess your qualifications, work history, experience and training. You must complete this application, in full, to be considered for employment. If you have a resume, you may attach it to this application form, however, you must still complete this application form. If there is insufficient space available to adequately provide the information requested, you may use an additional paper and attach it to the back of this form. Please write legibly. If you need assistance completing this form because of a disability, please request that the official provide someone to assist or you may request some other reasonable accommodation. Please note that this completed form will become a public record when submitted to the County.

Policy of Non-Discrimination: Henry County is an equal employment opportunity employer and complies with the Civil Rights Act, the Americans With Disabilities Act and other legislation which prohibits discrimination in employment because of race, color, sex, religion, national origin, age, genetic information, veteran or military status, or physical and mental disability. If you feel that you have been discriminated against in some manner, you are encouraged to report the incident immediately to the ADA Coordinator or Appointing Authority.

Information About You

Name _____
Last Middle First

Current Address _____
Number Street City Zip Code

Home Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____

E-mail: _____ Are you over 18 years old? Yes _____ No _____

Have you ever been employed by Henry County? Yes _____ No _____ If yes, which department? _____

Do you have any secondary employment that will continue if you are hired by this department? Yes _____ No _____

If yes, list the nature of the secondary employment _____

Are you eligible for employment in the United States? Yes _____ No _____ *[If hired, you'll be required to provide proper identification and verification of employment eligibility]*

Your Employment History

Present or Most Recent Employer

Name of Organization Type of Business (_____) Telephone Number

Supervisor's Name/Job Title Your Job Title

_____/_____/_____ to ____/____/_____
Dates Employed Are you still employed with this organization? Yes _____ No _____

Your pay rate or salary _____ annual/ hourly Other income from this employer such as bonuses, etc. _____
[circle one]

Briefly Describe Your Job Duties _____

About The Job For Which You Are Applying

You will be given a copy of the job description for the job for which you are applying. Please review the description so that you understand particularly the essential duties and qualifications for the job. Proceed in answering the remainder of questions on this application form.

Can you perform the essential functions of the job [either with or without a reasonable accommodation]? Yes ___ No ___

If no, please describe: _____

Do you feel that you will need additional training in any areas to effectively perform the job? Yes ___ No ___

Explain: _____

Expected Hourly Rate: _____ Do you want: Full-time ___ Part-time ___ Temporary ___ Intermittent ___ Any ___

If hired, when will you be available to work? ___/___/___ List any schedule restrictions: _____

List all job equipment [listed on the description] which you are qualified to operate

Applicant Acknowledgement

Please read the statements below, and upon your understanding and agreement, sign in the space provided. No application will be considered which is not signed.

By signing below, I verify that all of the information I've provided is complete, truthful and accurate to the best of my knowledge. I further understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further consideration in the employment selection process. I understand that if I am hired, and the County subsequently discovers that information provided on this application is inaccurate or incomplete, this may be sufficient cause for me to be separated from employment.

By signing below, I acknowledge understanding that if I am selected for a job interview, the department with whom I am seeking employment reserves the right, and may assess my criminal history at any time during, or after the job interview, and the appointing authority may condition my eligibility for the job based on my criminal history in consideration of the nature of the conviction and other factors permitted or required by EEOC regulations and applicable law.

I acknowledge that if I am asked about my criminal history, my failure to provide an accurate and complete history will be considered dishonesty, and will result in my being disqualified from employment. Likewise, my failure to give written authorization for Henry County to conduct a criminal background check, if required, will result in my being disqualified from further consideration for employment.

I further understand that this application is not a contract of employment, and that employment with the County does not constitute a contractual employment relationship, and that any term, condition or benefit of employment may be rescinded or changed, except as otherwise required by law.

_____/_____/_____
Applicant's Signature Date