

Clinton County Pennsylvania Position Description

Title: Part time Maintenance Custodian

Department: Maintenance

Date: February 2015

Purpose of Position

The purpose of this position is to deliver paper goods and receive deliveries. The work is performed under the direction of the County Maintenance Supervisors. This position is part time, up to 1,000 hours per year. A normal work week will be 12-18 hours a week. Candidates will be required to work at multiple County Facilities and work with inmates at the Clinton County Correctional Facility.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Deliver paper good to all County buildings
- Receive deliveries
- Keep grounds around buildings clean
- Recycling pick up
- Work at Clinton County Correctional Facility as needed
- Deliver supplies to all areas of the C.C.C.F.
- Assist in County Storage Facility with supplies and files
- Keep all inventories up to date as required
- All other duties deemed appropriate

Minimum Training and Experience Required to Perform Essential Job Functions

High school Diploma or equivalent or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Position requires a valid Pennsylvania driver's license and a driver history that complies with the Clinton County Drivers' Policy.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize, and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

- Requires the ability to communicate orally and in writing with the Maintenance Supervisor and all department personnel, other County departments, vendors and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as maintaining vehicles and equipment.
- Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Clinton County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with abilities and encourages both prospective and current employees to discuss potential accommodations with the employer. All employees are required to adhere to the provisions set forth in the County's policy and procedures manual.

Employee's Signature

Supervisor's Signature

Date

Date