



CLINTON COUNTY GOVERNMENT

Job Description

- Performs duties as assigned or required.

Education and Experience: High school diploma or GED; supplemented by two (2) year previous experience and/or training involving custodial work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Additional Job Requirements: Valid driver's license, satisfactory pre-employment drug screen and background check, and completion of the computer skills testing.

Performance Aptitudes:

- **Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.
- **Human Interaction:** Requires the ability to get along well with others. Ability to work well under minimal supervision. Capacity to take direction. Possess strong attention to detail.
- **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- **Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- **Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

Employee Expectations:

In completing the duties and responsibilities as the Custodian, of Custodial Services, the employee will adhere to all county policies, guidelines, practices and procedures; act as a role model both inside and outside the County, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

At-Will-Employment:

The Custodian, Custodial Services, is an at-will employee and serves at the pleasure of the Commissioners of Clinton County. Clinton County Government is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

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



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potential accommodations with the Human Resource Administrator to the extent that it does not constitute an undue hardship to the County.

I have read the job description for Custodian, Custodial Services, and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date