



TRUMBULL COUNTY

HUMAN RESOURCES DEPARTMENT

COMMISSIONERS

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JOB POSTING

DEPARTMENT: Maintenance

POSITION: Custodial Worker

PAY RANGE: 1 (Range 2 following 6 months of county service)

APPOINTING AUTHORITY: Board of Commissioners

IMMEDIATE SUPERVISOR: Al DeVengencie

WORK LOCATION: 160 High Street, N.W.
Warren, Ohio 44481

HOURS OF WORK: Monday through Friday
4:30 p.m. to 12:30 a.m.

JOB DUTIES: See Attached Job Description

POSTING PERIOD: July 2 through July 11, 2018

Current members of AFSCME, Local 2493, wishing to bid on this position are requested to submit their qualifications to the Human Resources Department.

7/2/18

TRUMBULL COUNTY
Job Description
JOB TITLE: Custodial Worker I

PAY GRADE:	DEPARTMENT: Maintenance
EMPLOYEE NAME:	DIVISION:
SUPERVISOR:	

SUMMARY: Under direct supervision, performs routine custodial duties to maintain premises of county buildings in a clean and orderly condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

65% Performs manual cleaning duties such as sweeps floors; dusts furniture; empties ashtrays; cleans restrooms, replaces bathroom supplies; cleans areas by following a written schedule or as verbally assigned

35% Operates vacuum cleaner, utilizes dust cloths.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; plus six months experience, or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out simple one- or two-step instructions.

Ability to deal with standardized situations with only occasional or no variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl.

The employee is occasionally required to talk or hear.

The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.