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| Job Title: | Maintenance | Job Category: | Custodian |
| Department: | Clerk | Job Code/ Req#: |  |
| Location: | Stanton County Courthouse | Travel Required: | Minimal |
| Level/Salary Range: | Based on Experience per hour  Full Benefits | Position Type: | Full-time  7:00 a.m. – 6:00 p.m. |
| Contact: | Sandy Barton | Date Posted: | 04.04.2022 |
| Will Train Applicant(s): | Yes | Posting Expires: | Until filled |

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| External Posting URL: | http://stantoncountyks.com/main/ |

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| Applications Accepted By: |

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| Hand Deliver or E-mail: Clerk’s Office  201 N Main St /2nd floor  stcoclerk@stantoncountyks.com | Mail: Stanton County Clerk  PO Box 190  Johnson, KS 67855 |

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| Job Description |
| Position Summary Under the supervision of the Stanton County Clerk, the Maintenance – Custodian is a non-exempt position under FLSA. Duties of this position include general cleaning, housekeeping and maintenance services of the Courthouse, Stanton County Senior center, Memorial Living Center, and Stanton County 4-H Building, grounds, and equipment. The employee must be detailed oriented and be able to work independently with little supervision. Essential Functions  * Cleans and maintains floors, bathrooms, offices, and hallways. * Unlocks and locks doors Courthouse doors. * Performs periodic visual checks of buildings and surrounding grounds for safety purposes. * Notify manager concerning the need for major repairs or additions to building. * Provides repair and construction functions for County offices. * Provides yard care services. * Supervises sub-contractors on various levels of construction and maintenance projects. * Communicates bid requirements to supervisors and contractors, reviews bids, and makes recommendations. * Maintain paper towels, toilet paper, soap dispensers and other supplies. * Responsible for County equipment and resources and authorize purchases of supplies and equipment up to a predetermined level without prior approval. * All employees will follow expectations as defined in the Stanton County Personnel Policy Handbook. * Make minor repairs to heating, cooling, ventilation, plumbing and electrical system.  Marginal Functions  * Provides painting services as needed; * Performs snow removal during the winter months; * Maintains an inventory of supplies used during the daily course of duty; * Arranges for equipment and tool repairs; * Performs general cleaning duties in and outside of the buildings; * Performs other duties as deemed necessary or assigned;  Qualifications and Education Requirements Minimum of 1-3 years of related experience  High School Diploma/GED  Valid Kansas Driver’s License  Able to lift 50 lbs., manual labor, climb stairs/ladders and walk long distances Preferred Skills Detail oriented  Organized  Oral and written Communication skills  Decision making skills Additional Notes Stanton County is an Equal Opportunity Employer (EOE)  The employee must be able to operate safely and effectively: mowers, loaders, 4 wheeler snow plow, electrical testers, vacuums, drills, saws, grinders, all hand tools, computers, the boiler, generator and elevator. The employee must also have an excellent understanding and working knowledge of electricity, hydraulic systems, plumbing and general mechanics.  Some degree of problem solving as it relates to maintenance and general housekeeping duties is required.  Some adverse working conditions exist. Exposure to harmful cleaning products, large machinery, small equipment/machinery, human blood and other fluids can be expected. Additionally, the employee will be required to work in confined spaces, extreme heat and cold, heights, and excessive noise as well.  The employee must follow all safely rules regarding public safety in public buildings. |

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| Reviewed By: | Name | Date: |  |
| Approved By: | Name | Date: |  |
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