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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 hourFull Benefits | Position Type: | Full-time7:00 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 Office201 N Main St /2nd floorstcoclerk@stantoncountyks.com | Mail:Stanton County ClerkPO Box 190Johnson, KS 67855 |

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| Job Description |
| Position SummaryUnder 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 RequirementsMinimum of 1-3 years of related experienceHigh School Diploma/GED Valid Kansas Driver’s LicenseAble to lift 50 lbs., manual labor, climb stairs/ladders and walk long distancesPreferred SkillsDetail orientedOrganizedOral and written Communication skillsDecision making skillsAdditional NotesStanton 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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