

Webster County, Missouri

Job Description

Maintenance Supervisor / Custodian

Position Title: Maintenance Supervisor / Custodian

Wage Status: Non-Exempt

Position Summary:

The Maintenance Supervisor / Custodian is responsible for the general maintenance, upkeep and cleaning of the Webster County Courthouse, grounds and other locations as assigned.

Essential Responsibilities and Duties:

- Supervises the cleaning and general upkeep of Webster County facilities as assigned
- Uses lawn equipment such as mower, weed eater, edger, and blowers for landscaping and lawn care
- Cleans outdoor areas such as lawn area, sidewalks, and parking areas
- Cleans indoor areas of the Courthouse and other areas as assigned
- Uses cleaners and understands how to properly and safely dilute cleaners according to package instructions
- Mops, sweeps, and clean areas as needed and as scheduled
- Maintain floors in a safe manner – mop, wax, buff
- Maintains mechanical aptitude to do general repairs to building(s) and equipment such as lawn equipment and snow removal equipment
- Works in high areas on ladders to change light bulbs and ballasts and do general maintenance work
- Understands electricity and how it works and is able to do some wiring in a safe manner
- Understands plumbing and how it works and is able to do some plumbing work in a safe manner
- Uses hand tools to do minor repairs or build items upon request
- Travels to the Road and Bridge Department to do general repairs or as required
- Clears parking areas and sidewalks from snow, ice and debris
- Inspects premises and repairs any unsafe areas or reports any unsafe areas to County leadership or appropriate leadership for immediate action
- Is on-call 24/7 for County emergencies
- Understands and maintains MSDS on all items as required

- Able to problem solve and devise ways to fix things safely at the least expense to the County
- Track and purchase inventory as needed
- Provide input on the County budget and work with Commission to plan for upcoming expenses
- Plan and prepare for activities and festivals as needed
- Keep an updated safety plan for the department and communicate plan to assistant(s)
- Clearly and effectively communicate information to co-workers, citizens, and visitors in verbal (in person or via phone) and written formats
- Report on expenses or other information to the County as needed
- Assist citizens with information about the county or other issues upon request
- Effectively organize work area and use time management skills
- Must be able to maintain a positive attitude while dealing with many different personality types and situations
- Provide excellent customer service for all Webster County citizens and visitors
- Must attend all training as required
- Other duties as assigned

Education, Knowledge, Skills, and Abilities:

- Read and follow instructions
- At least 5 years of experience in maintenance
- Valid drivers' license
- General mechanical aptitude
- Must be able to quickly problem solve
- Knowledge of chemicals, glues, paints, wax, and cleaner
- Able to operated manual, electric and gas tools safely
- Able to work with general public, citizens, co-workers and others by speaking with (in person or via phone) and written communication
- Must have a clean criminal history
- Must know and understand all safety procedures of the department at all times
- Must have acceptable attendance record
- Able to perform all tasks listed above on a daily basis

Physical Demands:

- Lifting and carrying up to 30 pounds frequently and up to 10 pounds frequently and frequently moving small objects
- Lifting and carrying up to 50 pounds occasionally
- Able to frequently climb ladders and stairs and into small, tight places
- Able to frequently bend, stretch, lift, and crawl
- Able to work in loud and busy environment as well as quiet environment

- Work outside during all weather conditions as well as inside
- Shovel snow and ice as required
- Walking or standing frequently
- Must have manual use of hands and vision to make repairs as needed
- Able to clearly and effectively communicate with citizens, co-workers, visitors, and the general public

I have been given the opportunity to review this position description and have discussed the requirements of the position with the hiring supervisor. I understand this position description represents the minimum performance requirements of the job.

I have read and understand the Maintenance Supervisor / Custodian job description and can perform the essential functions and physical demands with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date