



Public Health
Prevent. Promote. Protect.
Taney County Health Department

POSTION DESCRIPTION

JOB TITLE: Custodial/Maintenance
FLSA STATUS: Non-Exempt
DATE:

DEPARTMENT: Administrative
LOCATION: Branson/Forsyth
REPORTS TO: Hugo Huacuz

JOB SUMMARY

Will perform general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems. Performs custodial maintenance duties, including dusting, mopping, vacuuming and shampooing carpets, cleaning and restocking restrooms.

ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES

❖ Custodian

- Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
- Reports needs and concerns to appropriate staff
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs miscellaneous job-related duties as assigned.

❖ Maintenance

- Inspects and identifies equipment or machines in need of repair. Completes routine Maintenance on equipment and custodial equipment.
- Troubleshoots issues to determine necessary repairs.
- Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- Orders supplies and materials needed for repairs and maintenance.
- Performs other related duties as assigned.

TCHD GENERAL PUBLIC HEALTH RESPONSIBILITIES

- Must in engage in the TCHD Strategic plan including development, planning and implementation
- Must incorporate TCHD core values of caring, protecting and serving into everyday responsibilities
- Must participate in Continuous Quality Improvement at TCHD by promoting, planning, and/or implementing.
- Must participate in planning and execution of your division Performance management goals.

- Must establish individual performance and professional goals and must accomplish these goals on a yearly basis
- Must take a core competency assessment every 3 years and must establish and create and complete a training plan for improvement.

EDUCATION & RELATED EXPERIENCE

- High School Diploma or GED
- Valid Missouri Driver License and daily access to a reliable and insured vehicle.
- Must be able to drive to multiple locations, community meetings, and trainings

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general carpentry and repair.
- Ability to understand and follow safety procedures.
- Ability to operate vacuums and other related equipment.
- Ability to safely use cleaning equipment and supplies.
- Ability to use hand and power tools applicable to trade.
- Ability to lift and manipulate heavy objects.
- Ability to read, understand, follow, and enforce safety procedure.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent team player.
- Proficient with Microsoft Office Suite or related software.

PHYSICAL REQUIREMENTS

PHYSICAL TASK	PHYSICAL REQUIREMENTS	FREQUENCY
Sitting	Must be able to remain in a stationary position for long periods of time.	Frequently
Standing	Must be able to remain in a vertical or upright position for long periods of time.	Frequently
Walking	Must be able to move about the work area, from one area to another to perform duties and assist clients.	Frequently
Lifting	Must be able to raise up to 25 plus pounds of supplies from a lower to a higher position or horizontally from position to position.	Frequently
Carrying	Must be able to move 25 plus pounds of documents, supplies, and other equipment from one area to another.	Frequently
Reaching	Must be able to extend upper extremities in an upward or downward direction to pick up files, work supplies, or other items.	Frequently
Seeing	Must have visual acuity to make observations and work on a computer.	Frequently
Talking	Must be able to communicate verbally with co-workers, clients,	Constantly

	and the general public to exchange information, respond to questions, and solve problems.	
Hearing	Must be able to receive information through oral communication.	Constantly

WORKING CONDITIONS

Most duties are performed in an office environment. The office work environment is usually a well-lighted environmentally controlled indoor environment with a moderate level of noise. Work hours may vary depending on the operational activities and required duties. The Director may at times have to address urgent issues outside of regular working hours.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined in the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an “at-will” basis and may be terminated at any time. Consistent with all federal and state disability laws, the Taney County Health Department will provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship to the organization.

I have read and understood this positions description.

Employee Signature

Date

Managers’ Signature

Date