



POSITION DESCRIPTION

2203

Position Title:	Custodian I	Department:	Building Maintenance
Pay Grade:	4	FLSA:	Nonexempt
Date:	July 2014	Reports To:	Facilities Maintenance Superintendent

PURPOSE OF JOB:

The Maintenance Worker I provides general custodial services to County buildings and grounds.

SCOPE OF JOB:

The Maintenance Worker I is responsible for maintaining the cleanliness and appearance of county buildings. This requires properly and safely using a variety of cleaning chemicals, strong attention to detail, being considerate of staff and citizens while completing tasks, and taking initiative to report any concerns or conditions requiring attention beyond their scope of work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state, and local laws and accepted safety standards and practices.

The Maintenance Worker I carries out specific duties associated with the position.

- Maintains the cleanliness of the County building's interiors; performs general cleaning duties such as sweeping/mopping floors, vacuuming, cleaning/sanitizing restrooms, washing windows, shovel snow, dusting counters/desks/filing cabinets, emptying wastebaskets, and cleaning drinking fountains;
- Secures building and appropriate rooms; locks and unlocks doors as needed;
- Restocks and replenishes supplies including, but not limited to: toilet paper, hand towels, soap, and trash bags; takes inventory; informs supervisor of supplies needed;
- Removes trash from around entry ways in order to improve the safety of employees and the visiting public;
- Check and sign off tags as appropriate for fire extinguishers, check fire exit doors and emergency lights;

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The job requires a high school diploma or GED.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Skill to utilize mathematical formulas to add, subtract, multiply and divide totals as well as calculate proportions when mixing cleaning solutions, sprays, etc.;
- Ability to read and follow a variety directions, regulations, instructions, methods and procedures;
- Ability to read, understand, and utilize Safety Data Sheets;
- Strong interpersonal communication skills; ability to effectively communicate with people to convey or exchange professional information; ability to interact with people (i.e. general public) beyond giving and/or receiving instructions; ability to effectively communicate with the public in an approachable, professional manner;
- Ability to handle unpredictable situations in public dealings that represent Nobles County in a positive fashion.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Physical demand requirements are a variable blend of light office environment work up to those of heavy work. The Maintenance Worker I must be physically able to perform occasional lifting requirements of up to 50 pounds and on rare occasions, an assisted pushing/pulling requirement in excess of that amount. The Maintenance Worker I must be physically able to operate a variety of maintenance equipment including, but not limited to: vacuum cleaner, floor buffer, carpet shampooer, snow shovel and hand tools. The Maintenance Worker I must be able to move or carry job-related objects or materials and be physically capable of reaching to obtain various boxes, tools, and maintenance equipment, etc.

Occupational exposure may include, but is not limited to: disagreeable odors and/or fumes, hazardous chemicals, noise, allergens, moving parts of machinery and tools, electricity, hot water and steam. There is intermittent exposure to working in inclement weather.

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



FULL-TIME EMPLOYEE
Custodian I –
Building Maintenance

EVALUATION

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance and pay evaluation annually.

PAY STEPS (Level 4 Pay Range)

Beginning pay	\$15.84/hour
After 12 more months	\$16.35/hour
After 12 more months	\$16.86/hour
After 12 more months	\$17.38/hour
After 12 more months	\$17.89/hour
After 12 more months	\$18.40/hour
After 12 more months	\$18.93/hour
After 12 more months	\$19.44/hour
After 12 more months	\$19.96/hour

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period on employment is 6 calendar months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

ANNUAL LEAVE (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Accumulated rate	Maximum Annual Accrual
1 st year of employment	6.155%	128 Hours
2 - 5 years	7.693%	160 Hours
6 - 10 years	9.234%	192 Hours
11 - 15 years	10.770%	224 Hours
16 - 20 years	12.309%	256 Hours
21 or more years	13.847%	288 Hours

HOLIDAYS

The following holidays shall be considered as paid holidays for all full-time regular employees:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving
	Christmas Day	

PENSION

Public Employee's Retirement Association:

6.50% of the employee's gross income; 7.50% County Contribution

Social Security:

7.65% of the employee's gross income; 7.65% County match

UNION

This is a bargaining unit position. After one month of employment, you must decide whether or not to join the union, and if so you will pay union dues.

2019 INSURANCE – Full-Time Employees are required to take Health, Dental & Life Insurance

- < **Health insurance** The County offers a BCBS-VEBA high deductible plan of \$2600 individual/\$5200 family deductible with an individual savings plan funded by employer contributions; **or** the County offers 2 BCBS-HSA high deductible plans of \$3375 individual/\$6750 family deductible or \$6350 individual/\$12700 family deductible; **or** a HSA \$2700 individual/\$5400 family deductible WesternMN (Sanford) Plan. With the HSA individual savings plan, the employer and employee may both contribute to the annual maximum. The monthly contributions to the individual savings plan are \$200.00 for single coverage or Single+Spouse and \$315.50 for family or Single+Children coverage. The savings plan may be used to pay medical expenses, deductibles, co-pays, and co-insurance under the health plan. Balances in the individual health accounts are rolled over and/or invested from year to year while unused. All preventative services are covered at 100%, no deductible, with no dollar maximum. This is in addition to the coverage already provided for cancer screenings and well baby care. Prescription drugs will be paid at 100% after the deductible has been met.
- < **Dental Insurance** pays 50% of costs, less a \$25 deductible and a maximum annual benefit of \$500.
- < **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

2019 coverage cost based on 24 pay periods:

(Rates include dental and life insurance)

HEALTH INSURANCE	<u>Individual</u>	<u>Single + Spouse</u> <i>(Rates include individual)</i>	<u>Single + Children</u> <i>(Rates include individual)</i>	<u>Family</u> <i>(Rates include individual)</i>
\$2600/\$5200 VEBA Deductible	\$48.20	\$662.20	\$588.70	\$839.95
\$3375/\$6750 HSA Deductible	\$24.20	\$604.70	\$537.95	\$775.45
\$6350/\$12700 HSA Deductible	\$0.00	\$390.95	\$350.45	\$537.70
\$2700/\$5400 HSA Deductible–Western MN	\$0.00	\$506.70	\$452.20	\$666.45

- Notes:**
1. Nobles County offers a cafeteria plan to its employees. Full time benefit eligible employees receive \$1,000 per month, 4/5 time employees receive \$800 per month, and 3/5 time employees receive \$600 per month to spend on employee benefits. In order to receive the above amount, you must carry, at a minimum, individual health, dental, and life coverage
 2. Family Dental is available for \$19.92/mo.
 3. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.