



Pennington County
Custodian
(Non-Exempt A12)

Position Objective:

The Building Custodian maintains offices and institutional buildings in accordance with sanitary regulation levels and cleanliness standards. By utilizing the assistance of inmates or detainees, the Building Custodian is able to maintain the designated facilities according to high standards.

Essential Functions:

- Performs all activities required to maintain cleanliness and sanitation
- Cleans and maintains hard surface floors by regularly scrubbing, mopping and waxing
- Cleans and maintains the appearance of walls, woodwork and ceilings using the appropriate cleaning tools and painting when necessary
- Cleans and sanitizes restrooms
- Collects and removes refuse from office and building areas
- Washes windows and glasswork as necessary
- Maintains records relating to the facility care and maintenance
- Performs other duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- HS Diploma or GED required.
- At least one year of building maintenance work experience
- Possession of a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

The work is performed in an office or correctional facility. The employee may be exposed to machinery with moving parts, contagious or infectious diseases, irritating chemicals, wet conditions and occasionally exposed to outside weather conditions. Work may require the use of protective devices such as masks, goggles, gloves, etc.

Physical Requirements:

The work is typically performed standing. This job requires an employee to walk, sit, use hands and fingers, reach with arms, climb, and/or balance. This employee must be able to regularly lift 10-25 pounds with an occasional 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.