

JOB POSTING

TITLE: Building Technician / Custodian

Department: Building and Grounds

This position will remain posted until 11/10/2014 at 4:00 p.m.

SUMMARY OF JOB:

Responsible for taking care of all aspects of general maintenance and custodial work of the Courthouse and Judicial Center.

ESSENTIAL DUTIES:

Responsible for assisting the Building Technician I.

Responsible for snow removal during inclement weather.

Responsible for responding to other departments when a need arises by fixing something that is not working or is broken.

Responsible for yard work, inside and outside trash, unloading delivery trucks.

Responsible for cleaning assigned offices and other parts of the buildings.

Cleaning duties include, but are not limited to: Vacuuming all areas of the Courthouse; cleaning restrooms; emptying and taking care of outside and inside trash; cleaning windows; dusting; watering outside; cleaning baseboards and walls; shampooing carpets, and etc.

Must fill in for Custodian by arriving at work at 3:00 a.m. on occasion.

REQUIREMENTS: High School Diploma or GED required. Custodial experience a plus.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

OTHER SKILLS AND ABILITIES: Must demonstrate an ability to work with others in the department and with employees in all departments. Must be a self-starter with good organizational skills.

BEGINNING WAGE: \$10.00 per hr.

Taney County is a Substance Free, Equal Opportunity Employer (EOE). Contact Human Resources at 417-546-7237 for information. The County Application may be obtained through the Human Resources Department or printed off the County website under the Human Resources Department.

