

# **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED FROM THE GENERAL PUBLIC  
BEGINNING APRIL 19, 2023 THROUGH MAY 17, 2023  
OR THE POSITION IS FILLED.**

**Apply On-line: <https://www.co.wayne.in.us/web/jobs/index.php>**

**JOB TITLE: Maintenance/Custodial/Housekeeping, #13350**

**Date Posted: April 19, 2023**  
**Department: Buildings and Grounds**  
**Hours: 40 hours/week – Full-time**  
**Salary: \$16.61/hour**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless accommodation would cause an undue hardship.

Incumbent serves as a Facilities and Grounds Maintenance/Custodial employee of the Public Buildings Department, responsible for general maintenance and upkeep of Wayne County Government facilities and grounds.

## **DUTIES:**

Primary duties may include, but are not limited to:

Inspects, cleans, and maintains heating, cooling, plumbing, electrical, mechanical, security, and elevator systems of Wayne County Government facilities.

Inspects, cleans, and maintains all vehicular and pedestrian ways located upon Wayne County Government property.

Performs general facility repairs and maintenance that includes, but is not limited to: cleaning spills, moving office furniture and fixtures, painting, general carpentry, cement work, install drywall and other interior and exterior finishes.

Assists other departments and agencies as needed.

Serves on 24-hour call as needed.

Secondary duties include, but are not limited to:

Performs general yard work, maintains clean parking lots, sidewalks and steps, mows grass, rakes leaves, trims plants, watering, weeding, and landscaping.

Performs all housekeeping duties that include, but are not limited to, sweeping, mopping, dusting, buffing floors, cleaning windows, cleaning bathrooms, and maintains consumable supplies.

Directs and supervises court assigned personnel and other unpaid workers.

Performs recycling duties.

Perform other duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Possess a working knowledge of carpentry, heating & cooling equipment, plumbing, mechanical, and electrical systems.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to matters relating to, attendance, safety, drug-free workplace, and personal conduct.

Ability to operate power tools, general carpentry and other hand tools, tractor or truck with a snow blade, riding lawn mower, chain saw, weed trimmer, and push mower.

Ability to work alone with minimal supervision, works on several tasks at the same time, and work under time constraints.

Ability to read, understand and carry out written instructions and the ability to understand and carry out oral instructions.

Ability to count numerically, solve simple mathematical tasks, i.e., addition, subtraction, multiplication, division and calculate square footage and percentages.

Ability to read/interpret detailed prints, sketches, layouts, and specifications.

Ability to occasionally work extended hours, evenings, and weekends, travel out of town, occasionally overnight, and the ability to respond to emergencies on a 24-hour basis.

A valid driver's license and the ability to demonstrate a safe driving record are required.

## **II. RESPONSIBILITY:**

Incumbent performs standard, recurring duties according to standard operating procedures or policy manuals. Incumbent's assignments and objectives are set jointly by supervisor and incumbent with priorities determined by supervisor and service needs of the public and other Wayne County Government employees. Errors in work are primarily detected or prevented through procedural safeguards.

Incumbent reports directly to the Director of Facilities and Development or his representative.

## **III. PHYSICAL EFFORT:**

Incumbent regularly lifts heavy objects and equipment up to fifty (50) pounds and performs duties involving pushing/pulling objects, bending, reaching, hearing sounds/communication, and handling/grasping objects.

#### **IV. WORKING CONDITIONS:**

Incumbent performs duties in an office building, works in wet/icy surroundings, works with or near chemicals, work near fumes, odors, dust, and dirt, works in a noisy environment, works in confined places, and works in high places, such as ladders, roofs, and bucket truck. Incumbent occasionally works with or is exposed to violent/irate individuals and may respond to situations involving potential physical harm to self and others.

Incumbent occasionally works extended hours, evenings, and weekends, travels out of town, and responds to emergencies on a 24-hour basis.

Reply to: Human Resources  
Wayne County Government  
401 E. Main Street  
Richmond, IN 47374

On-line: <https://www.co.wayne.in.us/web/jobs/index.php>

**WAYNE COUNTY GOVERNMENT**  
**IS AN EQUAL OPPORTUNITY EMPLOYER**