



AUDITOR – TREASURER’S OFFICE

101 Main Avenue North

P.O. Box 616

Thief River Falls, MN 56701

(218) 683-7000

FULL-TIME CUSTODIAN I

Pennington County is seeking applicants for the position of Full-Time Custodian I. No previous cleaning experience is required but applicants must possess a high school diploma or GED. This position will perform general cleaning duties and work Monday through Friday beginning at 2:00 p.m. each day.

Pennington County offers a competitive wage and benefits package, including health and life insurance, retirement pension, paid vacation and sick leave, and 11 paid holidays. This position features a competitive wage and includes a shift differential of \$1.00 per hour.

Applications and a complete job description are available in the Pennington County Auditor-Treasurer’s Office, 101 Main Ave N, Thief River Falls, MN 56701 or online at: <http://co.pennington.mn.us>. Click on ‘Employment’.

Application deadline: Position open until filled.

PENNINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**Employment Application Supplement
Prison Rape Elimination Act (PREA)**

In response to the PREA, a job applicant applying for a position that will or may work in an inmate area must answer the following questions. If hired for such a position this person will receive mandatory training in regards to PREA.

Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institutions?

Yes

No

If yes, explain: _____

Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion or if the victim did not consent or was unable to consent or refuse?

Yes

No

If yes, explain: _____

Have you been civilly or administratively adjudicated to have engaged in any of the activities described in the above paragraphs?

Yes

No

If yes, explain: _____

Dated: _____

Signed: _____

Pennington County Employment and PREA

A. The Pennington County Sheriff's Department shall not hire or promote anyone who may have contact with inmates, and shall not enlist the services of any contractor who may have contact with inmates, who—

(1) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);

(2) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or

(3) Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a)(2) of this section.

B. Pennington County Sheriff's Department shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with inmates.

C. Before hiring new employees who may have contact with inmates, Pennington County Sheriff's Department shall:

(1) Perform a criminal background records check; and

(2) Consistent with Federal, State, and local law, make its best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.

D. Pennington County Sheriff's Department shall also perform a criminal background record check before enlisting the services of any contractor who may have contact with inmates.

E. Pennington County Sheriff's Department shall either conduct criminal background records checks at least every five years of current employees and contractors who may have contact with inmates or have in place a system for otherwise capturing such information for current employees.

F. Pennington County Sheriff's Department shall ask all applicants and employees who may have contact with inmates directly about previous misconduct described in paragraph (a) of this section in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current employees. Pennington County Sheriff's Department shall also impose upon employees a continuing affirmative duty to disclose any such misconduct.

G. Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination.

H. Unless prohibited by law, Pennington County Sheriff's Department shall provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work.

POSITION DESCRIPTION PENNINGTON COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Custodian I	Department: Building & Grounds
Immediate Supervisor's Position Title: Building & Grounds Supervisor	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Building & Grounds Supervisor, the Custodian is responsible for performing general cleaning, housekeeping, janitorial, and grounds duties for assigned buildings/areas to provide a clean, safe, and comfortable work environment for the public and staff. Duties include performing such tasks as vacuuming, sweeping, mopping of floors, stripping and waxing of floors; shampooing carpets; mowing grass, clearing sidewalks; and other general custodian duties.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none"> • Vacuum hallways, mats, offices, break areas, and meetings rooms to provide a clean and comfortable work environment for staff and the public. Sets up tables, chairs, or other items for various meetings/events. • Cleans and disinfects restrooms. <ul style="list-style-type: none"> a) Cleans and sanitizes all restroom fixtures. b) Scrubs walls, door handles, and handrails. c) Makes sure flush meters and urinals are working properly. d) Washes mirrors and disinfects vanity areas, toilets, and urinals. e) Refills and stocks restroom supplies. f) Informs Supervisor of needed cleaning supplies and products. • Performs general cleaning of all stairwells, building entrances, windows, walls, drinking fountains, benches, counters, tables, etc. Sweep, mop, strip, wax floors, cleans vents, and empty shredders. • Performs general grounds maintenance duties and tasks such as: <ul style="list-style-type: none"> a) Mow grass and trims. b) Shovel walkways, steps, and entry areas. c) Rakes leaves and picks up litter. • Disposes trash and garbage. Collects trash from break areas, employee offices, restrooms, and office areas. • Maintains and monitors building security. Ensures all windows are locked, opens/locks doors, checks and fire extinguishers. • Performs other duties of a comparable level or type, as required.
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SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<p>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</p>			
<p>REQUIRED EDUCATION/TRAINING (choose one)</p>		<p>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</p>	
	less than high school diploma		
x	High school diploma or GED.		
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level		
	2nd year graduate level		
	<p>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> • Knowledge of applicable custodial operations. • Knowledge of operation of all cleaning equipment required in the performance of the job (e.g. power washers, scrubbers, vacuums, etc.). • Knowledge of all safety precautions and risk management procedures and proper lifting mechanics. • Fundamentals of boiler operation, monitoring and documentation requirements. • Basic knowledge of general mechanical/plumbing and repair. • Knowledge of the application, use, and proper storage of all chemicals used in the performance of the job. • Knowledge of cleaning techniques and materials. • Knowledge of floor and carpet care. 		
<p>Required Work Experience in Addition to Formal Education/Training: No experience required; training provided on site</p>			
<p>LICENSE/ CERTIFICATION</p>		<p>Identify licenses/certification required: Requires a valid driver's license in the State of MN.</p>	

<p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p>	<p>Skilled in:</p> <ul style="list-style-type: none"> • Carrying out assignments and cleaning routines under minimal supervision and direction. • Following assigned custodial schedules and assignments in accordance with department standards and requirements. • Using and operating cleaning and ground equipment and tools (e.g. scrubbers, buffers, vacuums, power washers, power hand tools, mowers, trimmers, snow removal equipment). • Performing grounds activities and the operation of grounds equipment. • Reading, understanding, and following health and safety procedures and written instructions. • Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised	# of Employees
	0
TOTAL	

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total: 0
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<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Potential risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. County provides safety and risk management training and equipment, as needed. While some exposure and risks are possible, the environmental risks are minimal. The greater risks associated with the job are physical risks involved in bending, lifting, stooping, crouching, and climbing in performing cleaning functions.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk				x
Sit	x			
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms				x
Climb or balance		x		
Stoop/kneel/crouch or crawl			x	
Talk or hear				x
Taste or smell		x		



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds			x	
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature **Date**

Classification History:
Prepared 8/2011 by BCC, Revised 01/2017; 05/2021 by Pennington County