

WINONA COUNTY CLASSIFICATION DESCRIPTION

Classification: Custodian

Characteristics of Class:

Under general supervision of the Fleet, Building and Grounds Superintendent, workers in this classification perform a variety of custodial and general maintenance duties. Work involves cleaning, building maintenance, and minor repairs to County facilities. Workers in this classification maintain a safe and clean working environment and operate various types of power-driven building maintenance equipment. Work is performed both indoors and outdoors. Occasionally, employees in this classification may be asked to work with non-County workers (i.e., temporary service employees, contractors, etc.) and may be required to provide lead worker direction. During snowstorms, flooding, or other inclement conditions, workers in this classification will be required to work and will perform assigned duties commensurate with abilities. Work involves contact with hazardous materials. Performs related work as required.

Supervisory Controls:

Employees in this class perform assigned duties on a routine basis with limited supervisory review. However, all work is subject to the total inspection of buildings and grounds made by supervisory personnel. Non-repetitive, non-routine work assignments are subject to close review.

Examples of Duties:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all duties that may be found in positions in this classification.

- Performs general custodial duties to include:
 - Sweeping, mopping, vacuuming, carpet cleaning, painting, and waxing/burnishing floors, halls, corridors, and stairways.
 - Cleaning and sanitizing rest rooms and water fountains.
 - Washing windows, cleaning furniture, removing rubbish, emptying trash cans, collecting recyclable materials, and replenishing supplies.
- Performs grounds maintenance to include:
 - Sweeping sidewalks, trimming hedges/trees, mowing grass, landscaping and snow removal which may include shoveling or use of other equipment such as a vehicle with snowplow or skid steer.
 - Assisting in maintenance of County parking lots (striping, snow removal, patching, and seal coating).
- Performs minor maintenance to include:
 - Repairing doors and locks.
 - Changing light bulbs, resetting circuit breakers, and replacing electrical fixtures.
 - Assembling and moving desk or other furniture.
 - Performing minor plumbing repairs.

Examples of Duties: (cont'd)

- Starts up and shuts down equipment as specifically instructed by supervisor.
- Assists in the operation of the County Safety program by checking and maintaining safety equipment and assisting in safety drills.
- Any other duties as assigned.

Required Knowledge, Skills, and Abilities:

Any combination of training and experience providing the following knowledge, skills, and abilities.

For Full Performance:

- Knowledge of building cleaning practices, supplies, and equipment.
- Knowledge of basic building maintenance practices.
- Knowledge of operating characteristics of assigned equipment and vehicles.
- Knowledge of safety procedures.

For Pre-Employment:

- High School diploma or equivalent.
- One year experience in custodial services or some post-secondary training in building maintenance, facility maintenance or related schooling or training.
- Two years of custodial or building maintenance experience is highly desired.
- Must possess and maintain a valid driver's license or be able to obtain and maintain a license prior to hire date.
- Ability to work independently.
- Ability to understand and effectively carry out oral and written assignments.
- Ability to deal tactfully and effectively with the public and coworkers.
- Ability to utilize basic computer skills.
- Must be able to medically qualify for the use of a respirator.
- Must pass a personal background investigation.

Safety and Training Requirements

The County expects each individual employee to cooperate in every respect with the Safety Program so that the operations may be carried on in such a manner as to ensure the safety of all employees. The employee's responsibility is to be consistent with OSHA regulations, the Winona County Personnel Policies and Procedures Manual, the countywide safety rules, department safety rules, and specific job training.

Behavior Standard

Maintain a positive work atmosphere by acting and communicating in a manner to get along with customers, clients, co-workers, and management.

June 3, 2025 | 3:49 PM CDT

Date Approved

Signed by:

Todd Sadler

Human Resources Director

June 4, 2025 | 8:08 AM EDT

Date Approved

Signed by:

Maureen L. Holte

County Administrator

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

| | |
|-----|-----------------------------|
| 0.5 | Hours a day sitting |
| 5 | Hours a day standing |
| 1 | Hours a day walking |
| 1 | Hours a day kneeling |
| 0.5 | Hours a day stooping |
| 3 | Miles a day walked |
| 12 | Feet climbed using a ladder |
| 30 | Feet climbed on an incline |
| 75 | Feet climbed using stairs |

Section B

The physical effort requirements of this job are:

| # of pounds lifted | |
|--------------------|------------------------------|
| 50 | Pounds lifted waist high |
| 50 | Pounds lifted shoulder high |
| 40 | Pounds lifted above the head |

| Pounds are ... | |
|----------------|--|
| X | Pounds are carried alone |
| X | Pounds are carried with someone else |
| 75 | Distance weight must be carried (feet) |
| X | Pounds are pushed |
| X | Pounds are pulled |
| X | Pounds are held |

Section C

The physical dexterity requirements of the job are to operate:

| | |
|---|-------------------------------|
| X | A telephone |
| X | Computer/electronic equipment |
| X | Hand tools |
| X | Electric tools |
| X | Manipulate small objects |

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

| Critical | Useful | |
|----------|--------|--------------------|
| X | | See |
| X | | Distinguish colors |
| X | | Hear or listen |
| | X | Taste |
| X | | Smell |
| X | | Touch |
| X | | Speak |

Part III: Mental Effort

The mental efforts required on a daily basis are:

| | | | |
|---|-------------------------|---|----------------------------------|
| X | Reading | | Analyzing data |
| X | Writing | X | Searching for solutions |
| X | Basic arithmetic | | Creating methodologies |
| X | Mathematics | | Conducting research |
| X | Weight and/or measuring | X | Managing resources |
| | Visualizing conclusions | | Evaluating performance of others |

Part IV: Work Environment

The elements of this job's work environment are:

| | |
|----|--|
| 2 | Hours a day spent working under time pressure |
| 4 | Hours a day spent working rapidly |
| 70 | % of time spent indoors |
| 30 | % of time spent outdoors |
| 5 | % of time spent in an automotive vehicle |
| 15 | % of time spent at a desk, bench or window |
| 15 | % of time spent in an office or control room |

| | |
|---|---|
| X | The condition of the air is clean (controlled) |
| X | The condition of the air is normal/average |
| X | The condition of the air is dusty/dirty |
| X | The condition of the air is wet/humid |
| X | The condition of the air is affected by fumes, smoke, etc. |

| | |
|---|---|
| X | The noise level is normal |
| X | The noise level is loud, requiring ear protection |
| X | The surface of the working environment is level |
| X | The surface of the working environment is sloping |
| X | The surface of the working environment is uneven |
| X | The surface of the working environment is slippery |

Part V: Additional Comments: