

Lac qui Parle County

Job Description

<u>Job Title:</u>	Assistant Custodian – Demo Landfill Operator
<u>Departments:</u>	Courthouse Custodian, Annex Custodian, Family Services Custodian, Sheriff Custodian, Demolition Landfill
<u>Reports to:</u>	Facilities Manager – Demolition Landfill Manager
<u>Supervises:</u>	N/A
<u>Job Type:</u>	Part time/hourly; Non-union.
<u>Hours/Days:</u>	<p>Custodian Duties:</p> <p>Average 20-25 hours per week; flexible based on need. Regular scheduled hours will generally occur Monday-Friday 7:00 a.m. – 5:00 p.m. Possible occasional weekends/holidays as needed for snow removal duties, special building projects, and emergency responses.</p> <p>Demolition Landfill:</p> <p>Scheduled hours based on need at the direction of the Demolition Landfill Manager.</p> <p>Summer Hours (Memorial Day to October 31, depending on weather conditions): Mondays and Wednesdays 5:00 – 6:30 p.m., 1st Saturday of each month 8:00 a.m. – 12:00 p.m. Must be on-site during large demolition projects when contractors are hauling demolition waste.</p> <p>Winter Hours: by appointment only, depending on weather conditions.</p>
<u>Summary:</u>	This position assists the Facilities/Landfill Manager as needed with a wide range of duties. The Facilities Manager is responsible for four of the County’s primary office buildings – Courthouse, Sheriff’s Office, Family Services Building and the Annex. Under direction of the Manager, ensure proper maintenance of the building’s interior, exterior, grounds, security, and mechanical systems, and assists with repair and construction projects as needed. Assist with regular custodial duties for the buildings and grounds.

This position assists with all functions related to the County's Demolition Landfill, which accepts building construction, demolition debris, and recycling of various other materials.

Approved: by Facilities Manager-Demo Landfill Manager 7/26/18

Minimum Qualifications

- High School Diploma/GED.
- Ability to operate automated mechanical systems software.
- Ability to lift at least 50 pounds repeatedly.
- Valid Class D driver's license and proof of auto insurance.
- Must submit to criminal/civil history background check at County expense prior to beginning employment*.

*(*not applicable to current employees transferring into this position)*

Desirable Qualifications

- Previous experience in areas of custodian, carpentry, building construction, or related fields.
- Previous experience and/or education/training in the areas of carpentry, plumbing, electrical, heavy equipment operation, building construction, or related fields.
- Previous experience operating heavy equipment (tractor, bulldozer).
- Certification as a MN Demolition Landfill Operator.

Equipment/Materials/Tools

This position must be able to use the following items to perform the various duties:

- Building maintenance: hand tools, bench tools, power saws, power hand tools, power cleaning tools, carpentry tools, plumbing tools, cleaning chemicals, boiler chemicals, lubricants, paint, paint removers, building materials, etc.
- Grounds maintenance: push lawn mower, trimmers, tractor mower, tractor snow blower, snow sweeper, lawn tractor, pickup mounted snow plow, gasoline, etc.
- Demolition landfill: CAT bulldozer, ATV/UTV, Tractor with leveling equipment, and handling of building materials and possibly hazardous materials.
- General office equipment: computer, printer, calculator, telephone, copy and fax machine, postage machine, etc.

Desirable Knowledge, Skills, and Abilities

- Knowledge of department and county procedures, policies and services.
- Knowledge of applicable federal, state (Minnesota State Statutes), and local laws, rules and regulations, as they pertain to the various county functions.
- Knowledge of commercial size mechanical/heating/cooling systems maintenance and repair.

- Basic turf management and horticulture skills.
- Basic plumbing maintenance and repairs skills.
- Basic carpentry and building maintenance and repairs skills.
- Basic knowledge of small engine maintenance and repair.
- Ability to understand the individual county department functions and operations in order to anticipate the impacts of building maintenance activities.

Essential Job Functions

This position assists the Manager with all of the following functions, under the direct supervision of the Manager. The nature of these functions sometimes requires 24-hour coverage and daily building walk-throughs, so this position may be required to work outside of regular hours periodically.

A. Custodial Support for County buildings, garage, parking lot, and grounds.

- The Courthouse contains approximately 28,000 square feet of office, storage, and other building spaces which house 12 county and county-related departments and over 30 regular employees.
- The Annex contains approximately 6,000 square feet of office, storage, and other building spaces which house three county and county-related departments and approximately 12 regular employees.
- The Family Services Office contains office, storage, and other building spaces serving as a base of operations for the County's social services programming.
- The Sheriff's Office contains office, storage, jail, and other building spaces serving as a base of operations. Duties are limited to the public areas of the building and do not include the County Jail or other secure areas.

Due to the unpredictability of the issues that may arise, it is difficult to list all possible duties/tasks for this position. As such, related duties include, but are not limited to:

1. Perform regular janitorial duties:
 - Ensure that the building maintains an appearance that is well-kept, clean, and reflecting positively upon the County.
 - Collect office refuse and recycling.
 - General cleaning of offices, restrooms (3), and other public areas.
 - Ensure that the building is opened before workers arrive and that the building is securely closed at the conclusion of each working day.
2. Perform seasonal snow removal and ice control in parking lot, sidewalk, and building entrance areas:
 - Snow removal using hand tools, lawn tractor with small snow blower and snow sweeper attachments, pickup mounted hydraulic snow plow, and tractor mounted snow blower.
 - Application of ice melt and traction control substances when/where necessary.

- Work with City or County Highway Department staff for help when necessary.

3. Other duties

- Operation of HVAC and security systems.
- Grounds maintenance – landscaping, trees, hardscaping, lawn maintenance.

B. Demolition Landfill Duties

The demolition landfill accepts construction and building demolition debris, household appliances, and tires from contractors and private citizens throughout the region.

- Obtain and maintain Minnesota licensure as a certified demolition landfill operator.
- Prepare weekly inspection reports and compile into a monthly report which must be kept on file for MPCA audit/inspection. Submit annual report to MPCA.
- Calculate yardage and tipping fees and submit invoices to the Environmental Office for billing purposes.
- Maintain continuing education concerning hazardous waste and other materials banned from demolition landfills.
- Inspect incoming demolition debris for unwanted/unacceptable materials.
- Inspect and approve buildings that are scheduled for demolition.
- Operate heavy equipment at the landfill when material must be covered to prevent release of air-born materials, and apply intermediate cover material when needed.
- Monitor contractor work to apply intermediate and final cover material on demolition debris.
- Must be on site at landfill when demolition materials are being received.

Secondary Job Functions

A. Other Duties of a Similar Nature or Level

- Working outside of regular business hours is periodically necessary.
- Maintains a neat and orderly work area.
- Maintains a pleasant, positive and professional working relationship with all County employees.
- Employee is responsible for maintaining a safe environment for self and others and is accountable for such as described in the County AWAIR Program Policy.
- Regular and punctual attendance is essential to the maintenance of a smooth and consistent workflow of these employees' responsibilities and the functions of the department as a whole.
- Other such duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.