TUSCARAWAS COUNTY COMMISSIONERS
125 E. High Avenue
New Philadelphia, OH 44663
www.co.tuscarawas.oh.us

NOTICE OF VACANCY

DATE: January 5, 2023

CLASSIFICATION TITLE: Custodial Worker II

PAY RANGE: $14.58 - $19.02

UNIT: Commissioner's Office

UNDER DIRECT SUPERVISION OF: Buildings and Grounds Supervisor

To apply for this position, use the Employment Application available on-line at www.co.tuscarawas.oh.us.

Forward the application and supporting documentation to:
Tuscarawas County Commissioner's Office
Attn: Human Resources Manager
125 E. High Avenue
New Philadelphia, OH 44663

Or: E-mail application to: hrmanager@co.tuscarawas.oh.us

Or: Fax application to: 330-602-7483
All applications must be received by 4:30 p.m. on January 26, 2023

Attached is a position description describing duties to be performed.

The Tuscarawas County Commissioners do not discriminate on the basis of race, color, national origin, sex, religion, age, or disability or any other unlawful basis in the employment or the provision of services.

ATTACHMENT: Position Description, Benefits summary flyer

TUSCARAWAS COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Office/Agency:	Board of Commissioners	**Employee Name:**	
Class Title:		**Position Title:**	Custodial Worker 2
Dept./Div.:	Board of Commissioners	**Civil Service Status:**	Classified
Unit:	Maintenance	**Employment Status:**	Full Time
Reports To:	Maintenance Supervisor	**FLSA Status:**	Non-Exempt

JOB RESPONSIBILITIES: **In addition to the following, perform other related duties as required.**

Under general supervision: performs routine cleaning tasks to ensure clean, orderly and sanitary conditions of county facilities; oversees the work of lower level custodial personnel; orders and maintains equipment and supplies.

QUALIFICATIONS:

Completion of secondary education, plus (1) year experience in building and/or grounds maintenance and/or repair, or equivalent

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Driver License and acceptable driving record; must be able to qualify for and remain insurable under the County's insurance plan.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**

Hand tools and power tools such as: motorized equipment such as: lawn mower, trimmer, snow blower, buffer, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; works with moving mechanical parts of equipment of machines and equipment; frequently lifts objects 50 pounds or less; frequently carries objects 50 pounds or less; occasionally pushes objects 75 pounds or less; occasionally pulls objects 75 pounds or less. This employee's work conditions include exposure to work indoors and outdoors with exposure to temperatures ranging from below 32°F to above 100 °F for periods in excess of one hour and exposure to minor hazardous conditions such as cleaning agents, chemicals, dirt, fumes, gases, dust, etc. The Department of Labor strength rating for this position is considered medium work.

TUSCARAWAS COUNTY

POSITION DESCRIPTION

Office/Agency:	Board of Commissioners	**Employee Name:**	
Unit:	Maintenance	**Position Title:**	Custodial Worker 2

JOB DUTIES AND WORKER CHARACTERISTICS:
ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

45% Maintains cleanliness and sanitation of county facilities (e.g., dusts surfaces of furniture and counters; empties wastebaskets; sweeps and mops floors; vacuums; cleans windows; polishes and waxes floors; etc.)

15% Cleans and maintains sanitation of restrooms (e.g., scrubs sinks, bowls, and floors; replaces tissue, soap, and paper towels; polishes mirrors; etc.)

10% Performs minor repair work, light carpentry, simple electrical repairs, etc.

10% Oversees the work of lower level custodial workers during various maintenance or repair tasks; responds to questions and inquiries regarding assigned tasks; ensures work is completed in a thorough and efficient manner.

20% Assumes responsibility for the proper maintenance of supplies and equipment; monitors inventory and re-orders supplies as needed; cleans and stores equipment after use; notes any functional problems with equipment and requests maintenance as needed.

ADDITIONAL CHARACTERISTICS AND ESSENTIAL FUNCTIONS:

Demonstrates regular and predictable attendance. Ability to work cooperatively with coworkers and supervisors and positively interact with public.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

TUSCARAWAS COUNTY

POSITION DESCRIPTION

Office/Agency:	Board of Commissioners	**Employee Name:**	
Unit:	Maintenance	**Position Title:**	Custodial Worker 2

MINIMUM ACCEPTABLE CHARACTERISTICS: **(*indicates developed after employment)**
(Minimal necessary to perform duties)

Knowledge: Building and grounds maintenance methods, equipment, and materials; safety practices and procedures; cleaning methods and procedures; use of hand and power tools.

Skill in: Use of maintenance, hand and power tools, motor vehicles, and motorized equipment.

Ability to: Follow oral and written instructions; perform labor tasks for extended periods of time; operate motorized equipment; utilize hand and power tools; work safely, perform routine manual tasks; perform strenuous/heavy physical labor for extended periods of time; lift up to 100 pounds; communicate effectively; comply with all safety rules and County rules and regulations.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED: NONE

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand its contents.

_____ _____

(Approval of Appointing Authority) (Date)

_____ _____

(Employee Signature) (Date)

Tuscarawas County, OH

Unique Job Benefits

In addition to compensation and healthcare, we offer so much more!

- **Affordable Health Insurance**
  Four generous coverage options including FSA & HSA plans and insurance copays for generic prescriptions as low as $10. Access to virtual medical care, as well.

- **Vision and Dental Insurance**

- **$10,000 Basic Life Policy**
  With opportunity for additional voluntary coverage for self and dependents.

- **Generous Paid Time Off:**
  1. Sick – three weeks per year with rollover.
  2. Vacation – based on years of service with rollover. Two weeks at one year of service and up to five weeks at 25 years of service.
  3. Personal days.

- **12 Paid Holidays; only 2 months without a holiday**

- **Longevity Pay starting at 5 years**

- **Ohio Public Employee Retirement System**
  Vested at five years of employment.

- **Deferred Compensation Program**
  Program similar to 401K.

Employee Assistance Program

FREE counseling services, financial and legal advice, family support, help with relationships, estate planning and more.

- **Wellness Program**
  Preventative care & benefits including screenings, immunizations, counseling, etc. for employees & eligible dependants.

Contact Human Resources to learn more or submit an application

Kris Lowdermilk, HR Manager
HRManager@co.tuscarawas.oh.us

Mellissa Clark, HR Specialist
ClarkM@co.tuscarawas.oh.us

WE'RE HIRING!

330-365-3204