



Nancy J. Boose, SHRM-SCP
Human Resources Director
Vermilion County Board, Illinois

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NOTICE OF JOB VACANCY

DATE: March 14, 2024

POSITION: *Custodian Team Member*

DEPARTMENT: Building and Grounds

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: IBEW

BASIC FUNCTION: Performs and inspects all custodial and maintenance work to ensure compliance with standards.

DESIRED REQUIREMENTS: High school diploma or GED and three months experience in a related area; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Valid driver's license required. Must pass a background check.

STARTING SALARY: \$ 33,759

APPLICATION PERIODS: March 14 - 20, 2024 (Internal)
March 21, 2024 until position is filled (External)

METHOD OF APPLICATION: Apply in person or send application to:

Human Resources
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Application available at www.vercounty.org
EEOP Utilization Report available for public viewing at www.vercounty.org

County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays

AA/EOE

POSITION CLASSIFICATION DESCRIPTION

**CUSTODIAN TEAM MEMBER
DEPT. OF BUILDING AND GROUNDS**

BARGAINING UNIT: IBEW

DISTINGUISHING FEATURES OF WORK:

Under direct supervision of the Custodian Team Supervisor, performs unskilled and semi-skilled work involving daily cleaning, maintenance, sanitization and security activities of assigned building and/or prescribed area conforming to standards as established by Vermilion County Property Committee.

ILLUSTRATIVE EXAMPLES OF WORK:

01. Sweeps, dusts, mops, scrubs, waxes and polishes floors; operates appropriate cleaning equipment. Cleans rugs, carpets, upholstered furniture, and window coverings.
02. Empties wastebaskets and transports waste to disposal area, washes windows; cleans, sanitizes and deodorizes restrooms and replenishes supplies.
03. Cleans and polishes lighting fixtures, marble surfaces and trim; dusts furniture and equipment; polishes metalwork.
04. Washes walls, ceilings and woodwork.
05. Performs routine building and maintenance tasks, such as replacing light bulbs, change furnace filters, etc.
06. Help move office and building furniture and equipment and prepares rooms for meetings; transports small equipment or tools between departments.
07. Reports problems or complaints to supervisor.
08. Removes snow from sidewalks and entrance areas.
09. During cleaning and maintenance activities, ensures established building security during and after operating hours.
10. Complete non-routine cleaning according to specified job orders, handle emergency cleaning and upkeep requests, and tackle heavy cleaning jobs upon request.
11. Performs other duties as required and/or assigned.

QUALIFICATIONS AND DESIREABLE SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience

Requires graduation from high school or GED; and three months related experience/ training in the field of industrial cleaning; or any equivalent combination of education and experience, which provides the required knowledge, skills and abilities.

2. Certificates, Licenses and Registrations

Must have a valid driver's license.

3. Knowledge, Skills and Abilities

Requires thorough knowledge of modern custodial practices and the operation of custodial/cleaning equipment.

Requires ability to perform routine duties with minimal supervision.

Requires ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in a one-on-one and small-group situations to the general public, co-workers and other employees of the county.

Requires ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Requires ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to adapt to changing schedules or routines.

4. Physical Demands

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and smell. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.

5. Work Environment

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to moving mechanical parts; and outside weather conditions. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually moderate.

In accordance with the Vermilion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position in the department, agency, or organization.

Date _____

Superintendent, Dept. of Building and Grounds