Job Classification: Facilities Custodian
Department: Administration
Reports To: Facilities and Fleet Manager
FLSA Status: Non-Exempt

POSITION SUMMARY

Under the direction of the Facilities and Fleet Manager, the Facilities Custodian performs routine custodial and general maintenance duties to keep Jefferson County BOCC buildings, offices, restrooms, and common areas clean, safe, orderly, and in good working condition.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Cleans and sanitizes offices, meeting rooms, hallways, restrooms, kitchens, and other county facility areas.
- Sweeps, mops, vacuums, dusts, empties trash and recycling, and cleans interior glass and other surfaces.
- Restocks restroom and cleaning supplies and reports low inventory to the supervisor.
- Uses cleaning products, equipment, and tools safely and in accordance with product instructions and county procedures.
- Performs routine cleaning and light maintenance tasks, such as changing light bulbs, reporting leaks, and identifying damage or safety hazards.
- Assists with room setup, furniture movement, and cleanup for meetings, public events, and county functions.
- Maintains cleaning equipment and storage areas in a clean, secure, and orderly condition.
- Reports maintenance needs, building concerns, and supply requirements promptly to the supervisor.
- Follows county policies, safety procedures, and applicable sanitation requirements.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS & REQUIRED SKILLS

Education & Experience: High school diploma or equivalent preferred. Previous custodial, janitorial, or building maintenance experience is preferred but not required. Any equivalent combination of education, training, and experience may be considered.

Licensure: A valid Florida Driver's License may be required based on assigned duties.

Technical Knowledge: Ability to safely use common cleaning supplies, custodial equipment, and basic hand tools. Ability to follow written and verbal instructions and recognize cleaning and maintenance needs.

Interpersonal Skills: Dependable, organized, and able to work independently as well as cooperatively with county staff. Must communicate concerns clearly and maintain a professional manner in public facilities.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed primarily indoors, with occasional outdoor duties and movement between county facilities as assigned. The position requires standing, walking, bending, reaching, pushing, pulling, and lifting or carrying supplies and equipment weighing up to 40 pounds, with or without reasonable accommodation. Duties may involve exposure to cleaning chemicals, wet floors, dust, and other routine custodial conditions. Work schedules may vary to accommodate facility needs, meetings, and special events.

COMPENSATION

Hourly Pay Range: $16.00–$20.00 per hour - DOQ