

LEE COUNTY COMMISSION

Chairman
Bill English, *Probate Judge*
Mailing Address:
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Members
Doug Cannon, District 1
Ross Morris, District 2
Gary D. Long, District 3
Tony Langley, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

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| Job Title: Custodian | Hours of Availability: Monday - Friday; 3:00 pm - Midnight |
| Closing Date: Until filled | Position Announcement: BGM024-06-2024 |
| Work Location: Lee County, AL | |
| Division/Department: Building Grounds Maintenance | |
| Reports to: Custodial & Facility Technician Supervisor | |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Pay Range: \$30,511.17 - \$35,087.85 |

JOB SUMMARY: This position performs custodial duties in the maintenance of county buildings.

ESSENTIAL JOB FUNCTIONS:

- Cleans restrooms, offices, courtrooms, kitchens, and break rooms; ensures they are well supplied.
- Cleans, sweeps, mops, and buffs floors, vacuums, and shampoos carpet.
- Dusts window ledges and furniture; cleans glass.
- Sanitizes public areas.
- Sanitizes public and private restrooms.
- Cleans desktops in offices as well as the offices.
- Cleans up hallways, stairwells, elevators, and holding cells.
- Keeps supply closet clean and orderly.
- Monitors facilities on a regular basis and keeps interiors and entrances of buildings free of litter, spills, etc.
- Collects trash and transports it to dumpsters.
- Inspects buildings to identify problems or safety hazards.
- Assists in moving furniture.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of county and department regulations, policies, and procedures.
- Knowledge of occupational hazards and safety requirements.
- Knowledge of cleaning procedures.
- Knowledge of safety policies and procedures.
- Knowledge of the use, maintenance, and repair of hand tools and equipment related to custodial work.
- Skill in the use of chemicals and cleaning supplies.
- Skill in the use of custodial equipment and tools.

QUALIFICATIONS:

- Some High School education.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-3609 or emailed to humanresources@leeco.us by the closing date.

Previous applicants should reapply. For more information visit: www.leeco.us.

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).