

# **LINN COUNTY CLASSIFICATION**

**TITLE: SHERIFF CUSTODIAL WORKER**  
**NUMBER: 806**  
**PAY RANGE: 07**  
**CATEGORY: DSA**

**APPROVAL ORDER**  
**NUMBER: 2001-305**  
**DATE: June 26, 2001**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs a variety of tasks in the janitorial care of Sheriff's Office facilities. Does cleaning, custodial and minor maintenance duties and replenishing supplies.

SUPERVISION RECEIVED: Works under the supervision of the Support Services Division Commander who assigns duties, provides training and inspects work for results obtained.

SUPERVISION EXERCISED: Supervision of employees is not a regular responsibility of this classification, but may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Sweep, mop, wax and polish floors; dust and polish furniture, window sills, handrails, etc. Wash windows, woodwork, rest rooms and fixtures.
2. Replace burned out light bulbs; replace rest room supplies; collect and dispose of garbage and wastepaper; move office furniture; prepare rooms for meetings; make minor repairs to toilets, faucets and sinks, etc.
3. Maintain an inventory of necessary supplies and inform Supervisor when reordering is necessary.
4. Note items that need attention of maintenance workers and forward information to the Support Services Director.
5. Develop and maintain effective, harmonious and reasonable work relationships with others.
6. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

7. Other duties as assigned.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Some knowledge of building maintenance, safety hazards and precautions, and the handling of infectious waste material. Knowledge of cleaning practices, equipment and supplies. Ability to perform custodial and maintenance tasks without immediate supervision. Ability to understand and follow simple oral and written instructions. Ability to keep simple inventory records. Ability to exercise care in the use of cleaning materials for different types of building surfaces and in the operation of a variety of janitorial equipment. Ability to develop and maintain effective working relationships with other employees and to meet and deal courteously with the public; ability to work from a ladder.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school or possession of the equivalent GED Certificate at time of appointment. One year of experience in custodial work indicating an ability to perform the duties without direct supervision. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may be substituted for the above.

**NECESSARY SPECIAL QUALIFICATIONS:** Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Competent and licensed to operate a vehicle in the State of Oregon. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Sufficient education to demonstrate an ability to read the written instructions and product directions. Must reside in Linn County or be willing to relocate if hired.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed both indoors and outside and is physically demanding. Requirements include the ability to see, talk and hear; sit, stand and walk, bend, stoop and kneel; push and pull, use hands to handle or operate objects, tools or controls, and reach with hands and arms. The work requires the ability to lift or move fifty (50) pounds. Work is performed in an environment that involves everyday risks or discomforts requiring safety precautions.