

RESOLUTION

**IN THE MATTER OF ADVERTISING FOR A FULL-TIME, CLASSIFIED, NON-EXEMPT
FLSA, CUSTODIAL WORKER**

Bruce Wilde moved the adoption of the following resolution:

WHEREAS, there is a need for a full-time Custodial Worker for the Huron County Buildings and Grounds Department; and

WHEREAS, the starting hourly wage for this position is \$12.45 per hour, with an additional \$.50/hr. after successfully completing probationary period, in compliance with the collective bargaining agreement between the Huron County Commissioners and AFSCME, Ohio Council 8, Local 710; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby authorizes the Huron County Director of Human Resources to solicit applicants for the position by posting and advertising in accordance with the AFSCME, Ohio Council 8, Local 710 Collective Bargaining Agreement and the Huron County Personnel Policy Manual; and further

BE IT RESOLVED, that all those applying must submit a Huron County application for employment to the Huron County Human Resource Department, 12 East Main Street, Norwalk, Ohio 44857. Applications will be accepted until the position is filled; now therefore

BE IT RESOLVED, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio relating thereto were conducted in meetings open to the public in compliance with all applicable legal requirements, including Section 121.11 of the Ohio Revised Code.

Terry Boose seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Yes Terry Boose
Terry Boose

YES Harry Brady
Harry Brady

YES Bruce Wilde
Bruce Wilde

CERTIFICATION

I do hereby certify that the above is a true and correct copy of the resolution passed by the Board of Huron County Commissioners on 3/2/23 and is recorded in the Commissioners Journal Volume _____.

Vickie Thiemba
Administrator/Clerk

NOTICE OF JOB OPENING

Job Title: Custodial Worker - Classified, full-time, non-exempt.

Wages: \$12.45 per hour starting rate (additional \$.50/hr. after successfully completing probationary period)

Job Duties and Responsibilities: (not all inclusive)

Cleans Huron County facilities and performs light maintenance work. Washes windows, walls, woodwork, etc.; collects recyclable materials, secures doors, moves furniture; performs snow removal and lawn mowing. See complete job description online at www.hccommissioners.com.

Application and Selection Procedures:

Candidates should submit Huron County Application for Employment, which can be found at (<http://www.hccommissioners.com>), to the HR Office, 12 E. Main St., Suite 513, Norwalk, OH 44857. Applications will also be accepted electronically at hrrassist@hccommissioners.com. Full job description can also be found at the aforementioned site. The successful candidate will be subject to pre-employment drug testing, a driving record check and a full background investigation. Only those to be interviewed will be contacted. Position is open until filled.

Huron County is an Equal Opportunity Employer

Job Applications are subject to public records law.

Custodial Worker

HURON COUNTY COMMISSIONERS, JOB DESCRIPTION

Title: Custodial Worker
Status: Classified, full-time, non-exempt FLSA

Job Summary: This position is responsible for cleaning County facilities in addition to snow removal and grass mowing/trimming, and may also perform some light-duty maintenance tasks. The incumbent receives direct supervision from the Buildings and Grounds Maintenance Supervisor. This position is in a collective bargaining unit.

Essential Functions:

- Performs routine and scheduled cleaning of County-owned facilities to include dusting, vacuuming, scrubbing, sweeping, stripping and waxing floors, and disposal of garbage.
- Cleans offices, hallways, bathrooms and other areas within facilities.
- Washes windows, walls, woodwork, and ceilings.
- Polishes brass and other metal surfaces.
- Collects recyclable materials on a regular schedule.
- Ensures that doors are secured at designated times.
- Raises, lowers, or replaces flags as appropriate.
- Moves or stacks furniture in the process of cleaning specific areas.
- Replaces light bulbs when necessary.
- Mows lawns and removes snow from walkways.
- Ensures that cleaning supplies are stocked adequately.
- Prepares meeting rooms upon request.
- Performs other related duties as requested or assigned.
- Completes of all tasks as assigned in a timely manner.
- Performs other related duties as assigned or requested.

Marginal Functions:

- Temporary assignment to other positions within the unit as required.

Custodial Worker

Requirements:

High School diploma or equivalent; valid Ohio driver's license, ability to follow safe practices and procedures, ability to operate floor scrubbers, buffers, and strippers; ability to follow oral and written instructions; ability to work with minimal supervision; ability to perform physical tasks requiring lifting up to 50 pounds, bending, stooping, kneeling, reaching, pushing, pulling, and sustained physical exertion; ability and willingness to work under sometimes adverse weather conditions; ability to develop and maintain effective working relationships with supervisors, the general public, and co-workers.

Preferred Qualifications:

Previous custodial experience and knowledge of cleaning equipment and procedures.

Huron County Board of Commissioners

Approved: _____

Date: _____

Employee: _____

Date placed in employee's file: _____

11-21-07; 10-10-13; 11-4-14; 3-3-15, May '17, Jan '18