

**Monona County**  
**Employer's Job Description**  
**(Revised January 2022)**

**Name:** \_\_\_\_\_ **Department:** Courthouse  
**Position Title:** Custodian **Pay Grade:** Set by Board of Supervisors  
**Status:** Hourly / Non-Exempt **Reports To:** County Auditor

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**Position Summary**

The Custodian is responsible for the upkeep and maintenance of the Courthouse, Courthouse Annex, including, but not limited to, the heating and cooling systems, cleaning the buildings, and keeping the areas around the Courthouse complex clean and provide an acceptable appearance.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These job duties are not to be construed as exclusive or a specific list, other duties may be required and assigned by the County Auditor or Board of Supervisors.**

- Keeping the sidewalks and parking areas surrounding the Courthouse free of ice and snow
- Keeping the lawn mowed and areas surrounding the Courthouse grounds landscaped and free of limbs and debris
- Clean windows, restrooms, floors, hallways, offices, and closets
- Dust all furniture, blinds, and windowsills bi-weekly
- Maintain the heating and cooling during regular business hours
- Buff and maintain the floors quarterly
- Any other janitorial work, maintenance, repair work, yard work, and/or miscellaneous duties necessary and/or requested
- Contact the County Auditor or Board of Supervisors if any repair work is needed
- Performs other directives or tasks as instructed by the County Auditor or Board of Supervisors

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or certified GED, write and perform basic math at a high school level. Must possess and maintain an Iowa Drivers' license and maintain insurability. Possess basic mechanical ability to complete required task. Previous training and knowledge with heating and cooling systems is necessary. Must be able to complete training and obtain certification in the use of pesticides.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

- Ability to communicate effectively with members of the public, department heads, supervisors, and other county employees
- Ability to explain, demonstrate and clarify to others information regarding the different aspects of the job areas, as well as the ability to follow specific instructions and respond to simple requests from others
- Ability to communicate orally and/or in writing with County Auditor and Board Supervisors, and other employees

**Mathematical Ability**

- Ability to apply general math and calculation skills necessary to satisfy the job requirements

**Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning and demonstrate the skills necessary in performing the essential job duties
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning to fulfill the various job duties

**Physical Requirements**

- Ability to operate equipment and machinery with some regularity
- Ability to function in a wide variety of physical activities, including moderate lifting of equipment.
- Ability to translate from inside work to the outside environment and work and vice versa.
- Ability to exert moderate physical effort typically involving some combination of stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

**Environmental Conditions**

- Ability to work under generally safe and comfortable conditions inside the buildings and all weather conditions incurred outside

**Compliance**

- Compliance with the employee handbook, county policies, work rules, directives, and other terms of employment as required.

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Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Please refer to the employee handbook and union contract for additional information.

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**Acceptance & Acknowledgement**

The undersigned hereby acknowledges receipt of this updated and revised Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

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County Auditor Signature