

**COUNTY OF MARLBORO  
JOB POSITION DESCRIPTION**

**JOB TITLE:** Custodian

**DEPARTMENT:** Building Maintenance

**REPORTS TO:** Building Maintenance Superintendent      **FLSA STATUS:** Non-Exempt

**DATE APPROVED:** \_\_\_\_\_      **APPROVED BY:** \_\_\_\_\_

**I. PURPOSE / SUMMARY:**

To perform responsible unskilled manual and semiskilled work in assisting in the cleaning and maintenance of County owned and maintained buildings.

**II. ESSENTIAL FUNCTIONS:**

- Performs various maintenance duties such as Cleaning, mowing, picking up litter, pruning trees and raking leaves.
- Weeds flower beds, mows grass, and trims hedges.
- May operate trucks in maintenance of grounds.
- May pick up and deliver supplies and materials.
- Responsible for upkeep of vehicles and equipment.
- Performs other public work duties as assigned.
- Performs basic electrical and carpentry tasks.

**III. SKILLS/EDUCATION:**

- High School Degree or equivalent experience in cleaning and maintenance.
- Valid SC Driver's License.

**IV. CERTIFICATIONS REQUIRED:**

- None

**V. SUPERVISION:**

- None

**VI. OTHER COMMENTS:**

**DISCLAIMER**

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.