

PLEASE POST !!!

## **OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**4 CUSTODIAN (Nights) - MCCF**  
**\$12.9717/hr. - 40hrs/wk.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 06/10/2022

REMOVE: OPEN UNTIL FILLED

# MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: CUSTODIAN/CORRECTIONS**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to supervise inmates engaged in work activities and to perform manual work functions associated with maintaining cleanliness and sanitation of the county correctional facility and surrounding areas.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Monitors/supervises inmate work crews assigned to correctional facility custodial work detail; organizes and prioritizes work; determines best match of duties to each inmate; assigns work and instructs inmates on proper work techniques; monitors status of work in progress and inspects completed work; troubleshoots problem situations.

Monitors activities and behavior of inmates on a continual basis; enforces facility rules, regulations and procedures; assists in maintaining security while working.

Evaluates safety and security of work areas prior to commencement of work; utilizes precautionary safety equipment and monitors work environment during projects to ensure safety of employees, inmates and other individuals.

Procures tools, equipment, and machinery required for assigned work/projects; oversees inmate operation of equipment, machinery and tools.

Maintains inventory of chemicals used in cleaning; ensures proper storage of chemicals; fills orders for chemicals; mixes/dilutes chemicals; delivers chemicals to units; provides instruction on chemical use and ensures that chemicals are used properly; maintains records of chemicals dispensed to units.

Vacuums, sweeps, mops, scrubs, waxes, and/or shampoos carpet and floor surfaces located in correctional facility and related areas; performs spot cleaning as needed.

Cleans, dusts and polishes furniture, equipment, fixtures, surfaces, walls, window sills, trim, doors, cabinets, vents, and other surfaces.

Cleans, deodorizes and disinfects bathrooms; replenishes soap and paper products.

Washes/cleans windows.

Empties trash containers; picks up and disposes of trash from floor/ground areas; carries/transportes trash to dumpster or other designated trash receptacle.

Performs basic maintenance/manual tasks as needed, which may include painting doors/walls, plunging toilets, shoveling snow, planting/maintaining flowers, or loading/unloading materials.

Operates/utilizes various equipment, tools and supplies which may include a vacuum cleaner, carpet cleaner, buffing machine, mop, broom, cleaning supplies, washing machine, dryer, pump, tractor, snow blower, shovel, rake, mechanic tools, or calculator.

Performs basic maintenance tasks necessary to keep machinery, equipment, and tools in operable condition; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory levels of equipment, tools, or supplies; initiates requests for new or replacement materials; stocks and/or distributes supply items.

Maintains key control.

Prepares or completes various forms, reports, correspondence, logs, chemical reports, fire extinguisher inspection reports, time sheets, or other documents.

Receives various forms, reports, correspondence, production logs, chemical order sheets, packing slips, inmate time sheets, attendance records, MSDS reports, instruction booklets, handbooks, manuals, reference materials, catalogs, policies, procedures, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains logs and records of work activities.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, inmates, other departments, correctional facility personnel, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Responds to requests for service or assistance relating to facility cleaning.

## **ADDITIONAL FUNCTIONS**

Moves/rearranges tables, chairs, and other equipment before/after meetings or other events.

Assists with laundry activities as needed.

Inspects fire extinguishers.

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving commercial cleaning work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, temperature and noise extremes, machinery, vibrations, electric currents, violence, toxic agents, disease, or pathogenic substances.

Monroe County, Pennsylvania, 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.