

Custodian/Maintenance Assistant

Tipton, Indiana

Tipton County

Tipton County Local Government

The Custodial/Maintenance Assistant is responsible for upkeep, cleaning, and maintaining the County Courthouse. S/he may serve as backup or perform Building Maintenance as required and directed by the maintenance supervisor.

Primary Duties include but not limited to:

- Thoroughly clean restrooms DAILY top to bottom, clean toilets & urinals, empty trash.
- Perform and/or assist in routine maintenance activities, sweep, mop, scrub floors and stairs, and vacuum carpets.
- Clean & disinfect all handrails, doorknobs/handles.
- Gather and empty trash and/or recycling, empty outside trash containers, and clean out ash/cigarette containers.
- Dust furniture, walls, and equipment.
- Clean windows, mirrors, and partitions.
- Mix cleaning solutions and chemical cleaners according to instructions.
- Clean and polish furniture and fixtures.
- Shampoo or steam clean carpets and rugs.
- Manage inventory of cleaning and restroom supplies.
- Inform the Supervisor of problem areas that need repair or addition to building operating systems.
- Follow all safety standards and Lockout/Tagout procedures when working on/with equipment or electrical service.
- Painting of items needed.
- Clean heat registers.
- Check bird boxes on gutters in the attic and clean out
- Remove snow from steps & walks and apply ice melt.
- Wind clock in Courtroom weekly (Wednesday Afternoon)
- Put up & take down Christmas decorations and nativity scene.
- Complete all other duties assigned by your supervisor.

Physical Requirements

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is highly active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The individual must frequently and safely lift and/or move items up to 50 pounds and, on occasion, safely lift 50-100 pounds with assistance.

Applications are available in the County Auditor's Office, second floor, Tipton County Courthouse, 101 E. Jefferson Street, Tipton, Indiana 46072 between 8 am and 4 pm Monday through Friday. Applications will be accepted by the Tipton County Auditor, up to and including March 3, 2025

Contact information:

Mr. Rich Vautaw, Manager

Tipton County Maintenance

(765) 675-4963

rvautaw@tiptoncounty.in.gov

Tipton County is an equal-opportunity employer committed to transparent, nondiscriminatory employment.