

# **Carroll County Commissioners**

Accepting Applications for the position  
of

## **Part-Time Custodial Technician I**

A full job description can be obtained at  
<http://carrollcountyohio.us/public-notices/> or  
by emailing [CModranski@carrollcountyohio.us](mailto:CModranski@carrollcountyohio.us).

Resume and application are due by  
3:00 p.m. on Thursday, September 27, 2018  
to the

Carroll County Commissioners  
119 S. Lisbon Street, Suite 201  
Carrollton, OH 44615

Carroll County is an Equal Opportunity Employer and Provider

Published in the Free Press Standard on September 13 and 20, 2018

# **CARROLL COUNTY COURTHOUSE**

## **CUSTODIAL TECHNICIAN I**

### **JOB DESCRIPTION AND RESPONSIBILITIES**

**You must meet and abide by all county policies and procedures as listed in the handbook provided to you and you will also work in an efficient and effective manner to help maintain county property to keep it a clean and safe environment for private and public use.**

#### **BASIC SKILLS/QUALIFICATIONS**

You must be able to lift a minimum of 50lbs. when necessary, you will be required to use a vacuum cleaner, ladders, mops/brooms, floor machines, and other basic hand tools to complete your daily tasks. The use of cleaning chemicals will be on a regular daily basis as well and your PPE will be furnished. Some other skills that are a basic requirement are as listed electrical, plumbing, and painting.

#### **RESPONSIBILITIES**

You will be responsible for completing daily tasks along with other miscellaneous tasks that may be asked of you that are within reason of a custodial technician's job description. You will also follow direct orders in the event your supervisor is on vacation so you may be asked to work additional hours if you are not a full time employee. There may be a time you will be asked to come in earlier due to the absence of another employee therefore being a self motivated person, and to be able to complete tasks with little or no supervision is a plus.

## **DAILY JOB DESCRIPTION**

1. Maintain carpets, concrete, tile, rugs, ect. of the courthouse to ensure all floors are kept clean and free of any debris, cleaned daily, mopped, waxed as needed.
2. Maintain all restrooms private and public making sure they are kept clean, disinfected, and all toiletries are stocked, there is a generated check list to follow by.
3. Remove all rubbish from each restroom, office, ect. on a daily basis and collect all recyclable materials mid week for collection on Fridays.
4. Clean all handrails daily, water fountains cleaned and disinfected, keep the elevator clean and disinfected on a daily basis, clean the entrance doors to the building (handles, glass, ect.).
5. Keep your break/boiler room area cleaned up at all times all chemicals put away and not having trip hazards or trash lying around it should look presentable to the public.
6. A stock list for materials and a work order form will be available for you to fill out daily.

## **MISCELLANEOUS DUTIES**

Dusting and cleaning of pictures in the hallways, cleaning the reusable air filters in the ceiling and hallway hvac units by a generated schedule, cleaning lower exterior windows/screens/doors by a generated schedule, you may also be asked to complete task's not listed above that are within reason of your job description and duties that pertain to custodial work. Basic electrical such as outlets, light switches, ballasts, etc. to be repaired including basic plumbing and painting.

DATE:

EMPLOYEE SIGNATURE:

SUPERVISOR SIGNATURE:

# CARROLL COUNTY

## APPLICATION FOR EMPLOYMENT

*Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the supervisor of the department at which you are applying. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

POSITION			
Position Applied For		Date of Application	
How did you hear about the position?		Date available for work	
What is your desired salary range or rate of pay?			
Type of employment desired	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Seasonal <input type="checkbox"/>

APPLICANT INFORMATION							
Last Name		First		M.I.			
Street Address				Apartment/Unit #			
City		State		ZIP			
Phone		E-mail					
Best time to contact you?							
Have you ever submitted an application to Carroll County?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Have you ever been employed by Carroll County?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Are you legally eligible for employment in the United States?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If you are under 18, can you furnish a work permit?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have a valid driver's license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	State/Number:			
Are you able to meet all of the attendance requirements of this position?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you able to work overtime if necessary?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Will you travel if the position requires it?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have any friends or relatives currently employed by Carroll County?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?			

EDUCATION							
High School				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

**EMPLOYMENT HISTORY**

*Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.*

Company					Phone			
Address					Supervisor			
Job Title				Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities								
From		To		Reason for Leaving				

Company					Phone			
Address					Supervisor			
Job Title				Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities								
From		To		Reason for Leaving				

Company					Phone			
Address					Supervisor			
Job Title				Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities								
From		To		Reason for Leaving				

Please explain any gaps in employment								
Have you ever been fired or asked to resign from a job?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain on separate sheet	

**PROFESSIONAL OR TRADE ORGANIZATIONS**

*Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.*

Organization		Office(s) Held	
Organization		Office(s) Held	

**REFERENCES**

Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	

## DISCLAIMER AND SIGNATURE

I certify that all information I have provided in order to apply for and obtain employment with Carroll County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Carroll County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Carroll County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Carroll County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Carroll County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Carroll County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Carroll County is of an “*at will*” nature, which means that I am free to resign at any time and Carroll County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Carroll County at any time. I understand that no representative of Carroll County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

### DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature		Date	
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