

## **Open Position**

### **Woodford County Custodian**

The Woodford County Fiscal Court is currently accepting applications for the position of Woodford County Custodian. This full time, second shift (working hours TBD) position is under the supervision of the County Maintenance Supervisor, this position is responsible for keeping the Courthouse, Road Department, Jack Jouett House and Court House Annex offices, hallways and exterior clean and other duties as assigned. Background and drug testing required.

The successful applicant must have a high school diploma/GED combined with 6-12 months related full time experience or equivalent combination of education and experience.

A more detailed job description and application can be obtained online at <https://woodfordcounty.ky.gov> or Woodford County Human Resources Manager, 103 South Main Street, Room 203, Versailles, KY 40383.

**Email applications can be submitted to  
jmcoyle@woodfordcountyky.gov  
Applications will be accepted through  
Friday, November 15, 2024 at 4:00 p.m.**

*Woodford County is an Equal Opportunity Employer*

**Job Description:** Custodian  
**Department:** Maintenance

**Position Summary:** Keeps Courthouse, Road Department, Jack Jouett House and Courthouse Annex offices, hallways and exterior in clean and orderly condition.

**Essential Duties and Responsibilities** include the following:  
Dusts, sweeps, mops, scrubs, and vacuums hallways, stairs and office space.  
Cleans restrooms, strip and wax floors, operate floor buffers and keep sidewalks clear of debris and other duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A valid drivers license and a Hepatitis A vaccination is required. The listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High school diploma or GED preferred combined with 6-12 months related full time experience; or equivalent combination of education and experience.

**Reasoning Ability:**

Ability to carry out simple one- or two-step instructions. Ability to read and comprehend simple instructions, short correspondence, and memos.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to toxic or caustic chemicals and outdoor weather conditions. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.