

PONDERA COUNTY
20 Fourth Avenue SW
Conrad, MT 59425

Effective: August 27, 2025

JOB TITLE: Pondera County Custodian

SUPERVISED BY: Building & Grounds Maintenance Supervisor
Pondera County Board of Commissioners

SUPERVISES: DOES NOT SUPERVISE

SALARY: \$17.20 per hour.

This is a **non-exempt part-time**, not to exceed 35 hours per week, unless approved by the Pondera County Commissioners. This position will accrue **overtime compensation** under the guidelines of the Federal Fair Labor Standard Act and applicable Montana statutes.

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Work Unit Overview: The Pondera County Courthouse and Pondera Center provide clean, sanitary, comfortable, orderly, and satisfying surroundings for employees and the public and promote sanitary conditions.

Job Summary: The Custodian is under the direct supervision of the Maintenance Supervisor and will maintain the Pondera County Courthouse and Pondera Center environment by performing cleaning duties to ensure the Courthouse and Center are in a clean, safe, and orderly manner. Work hours are variable, Sunday through Saturday. Duties include, but are not limited to, cleaning bathrooms, other rooms and halls, mopping, and vacuuming.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Sanitizing and disinfecting hallways, stairs, office space and rest rooms.
- Maintain facility by sweeping, mopping, scrubbing and cleaning all hallways, stairs, office spaces, restrooms, fixtures and emptying trash receptacles, replenish soap and paper products.
- Vacuum carpeted areas within the courthouse and Community Center Building.
- Sweep and mop hallways, stairs, office spaces and rest rooms.

- Dust and polish furniture, washing walls, woodwork and venetian blinds as scheduled by Supervisor.
- Wash windows, polish metal and wood, and empty wastebaskets to prevent odor and maintain clean and sanitary conditions.
- Wash trash containers.
- Assist Supervisor when necessary.
- Keep storage areas and carts well-stocked, clean, and tidy advising Supervisor when any stock is running low.
- Perform other duties as assigned.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.*

This is typically a non-supervisory position.

Knowledge, Skills, and Abilities:

- Knowledge of basic janitorial methods and equipment, cleaning methods/procedures, and of cleaning materials, such as detergents, disinfectants, polishes, and finishes.
- Skill in operating various mechanized cleaning equipment, such as vacuums, scrubbers, etc.
- Ability to operate tools and equipment used in housekeeping work.
- Ability to understand and carry out verbal and written directions.
- Ability to read labels and markings on supplies and equipment.
- Ability to work with Supervisor.
- Ability to demonstrate physical strength, agility, and endurance.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Work requires the use of cleaning equipment and chemicals such as detergents, disinfectants, polishes, and finishes.
- Must be able to move continuously during work hours.
- Must be able to lift and/or carry up to 60 pounds.
- Work requires the ability to stoop, bend, twist, squat, kneel, lift, carry, walk, sit, push, pull, and reach.
- Work requires the ability to climb a ladder.
- Work a flexible schedule.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school and

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willingness to learn general housekeeping or maintenance of public or commercial buildings.

Other: Position requires the uses of cleaning chemicals that may be toxic in nature or contribute to allergy problems.