

Department: Cass County Board of Commissioners

Position: Maintenance/Custodian (Part-time)

Hours: 6am to 10am Mon-Fri. (20hrs) **Salary:** Minimum starting wage \$16.00 per hour dependent on work experience

Applications may be obtained online at www.casscountyne.gov or at the County Clerk's Office.

Return applications along with resume to Gerri Draper-County Clerk 346 Main Street Rm 202, Plattsmouth, NE 68048

Closing Date: February 27, 2026

JOB DESCRIPTION:

MAINTENANCE/CUSTODIAN

Responsible for the performance of various cleaning and maintenance duties necessary to maintain internal and external county property in an orderly and sanitary condition. An incumbent may be required to perform duties on an on-call basis as needed. Hours may vary as deemed necessary.

ESSENTIAL FUNCTIONS:

- Responsible for the upkeep and maintenance of the grounds surrounding County Property-through various activities including but not limited to mowing, edge trimming, watering, planting, weeding, trimming bushes and trees, etc.
- Performs general snow and ice removal on entrance areas, sidewalks, steps and fire escape either manually or using light snow removal equipment; applies salt as necessary, and clears debris from County walkways.
- Performs minor maintenance, including but not limited to, replacing light bulbs, picking up trash on grounds, changing air filters, cleaning vents and minor repairs to furniture.
- Responsible for washing windows, inside and out, and clearing debris from exterior window wells.
- Responsible for the upkeep and maintenance of all floors, hallways and stairways including but not limited to sweeping, mopping, stripping, buffing and waxing of floors, vacuuming of carpets and sweeping and vacuuming of stairways.
- Performs general custodial functions in all rooms, offices, and bathrooms through various activities including but not limited to cleaning, scouring and disinfecting restrooms and drinking fountains, replenishing supplies as needed, dusting and polishing furniture, wood work and paneled walls.
- Empties trash, inserts new liners in wastebaskets, and delivers trash to dumpster.
- Performs carpentry duties including but not limited to, repairing doors, oil and clean door locks, repair windows, build and/or assemble shelves and miscellaneous items as requested.
- Performs minor plumbing duties including repairing and replacing leaking faucets, unplugging drains, maintaining water heater, etc.
- Prepares wall surfaces for painting and paints accordingly, spray paints filing cabinets, etc. and touches up painted surfaces as needed.
- Ensures that the elevator is clean and in proper working condition, contact designated individuals for repair if needed.
- Responsible for the upkeep and minor repair of cleaning and yard maintenance equipment and tools.
- Conducts inventory and, upon approval, orders supplies as needed in accordance with established procedures.
- Assists elected officials and department heads with the moving of office furniture, equipment and supplies.
- Reports damage and major repair needs to County Clerk and Board of Commissioners and schedules additional maintenance or repairs as requested.
- Plans and organizes a personal work schedule, sets priorities, and meets deadlines.
- Prepares and maintains records pertaining to duties performed.
- Operates a motor vehicle in order to pick up and deliver supplies, etc. as needed.
- Establishes and maintains effective working relationships with the general public, governmental officials, supervisor and co-workers.
- Ability to follow oral and written instructions, organize work schedules and work independently
- Work duties require interaction with the general public

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Must possess a valid driver's license at the time of hire and maintain it during the course of employment.

High School Diploma or GED Equivalent required.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

- Knowledge of an ability to utilize the English language, proper grammar, vocabulary spelling and punctuation.
- Ability to learn the procedures, methods and practices utilized in general building and grounds maintenance activities.
- Ability to learn and apply the basic techniques involved in plumbing and carpentry functions.

- Ability to learn and apply departmental policies and procedures in the performance of job duties.
- Ability to learn and apply appropriate dilution ratios to cleaning solutions.
- Ability to learn and apply precautions necessary to operate and work safely with and around lawn mowers, maintenance and cleaning equipment and tools.
- Ability to prepare and maintain records pertaining to duties performed.
- Ability to accurately perform mathematical calculations in the performance of job duties. Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents.
- Ability to perform job duties efficiently while managing frequent interruptions.
- Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
- Ability to understand and follow both oral and written instructions.
- Ability to communicate effectively, in English, both verbally and in writing.
- Ability to operate a motor vehicle safely and in accordance with traffic laws and regulations.
- Ability to establish and maintain effective working relationships with the general public, officials, supervisors and co-workers.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics 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.

Work is performed indoors and outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing.

Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, cleaning solvents, paint, noise and inclement weather conditions.

An incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in upkeep and maintenance tasks.

Must also possess the physical ability to operate a motor vehicle and lift, carry, push and pull equipment and tools.

Work hours may occasionally be required in times of darkness.

Vision abilities required include close vision, distance vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in high/precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock. The noise level may be moderate to intense depending on activity performed.

Work may require interaction with the general public and may be stressful when required to meet deadlines.

ESSENTIAL ATTENDANCE AND AVAILABILITY REQUIREMENTS:

- Must maintain an acceptable level of attendance, punctuality and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required overtime, irregular hours, varied shifts, weekends and holidays
- Must work at the assigned work site(s)
- Must travel as required

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.