

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF THE HIRING OF)
A NEW EMPLOYEE)**

ORDER NO: 23073

WHEREAS, it is the recommendation of Chet Brewer, Facilities Director, that the following person be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

Name	Position	Salary Range/Step	Rate	Status
Joshua D. Rodriguez	Custodian	n/a	\$15.00/hour	Irreg

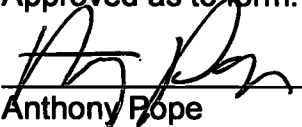
WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect retroactive to March 28, 2022.

Dated this 6th day of April, 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

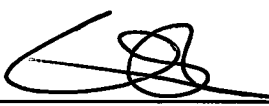
Approved as to form:



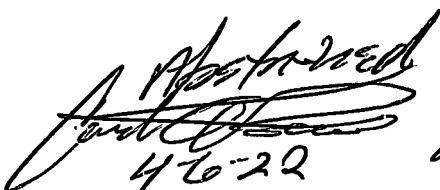
Anthony Pope
Curry County Legal Counsel



John Herzog, Chair



Christopher S Paasch, Vice Chair



4-6-22



Court Boice, Commissioner 4-6-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Buildings & Grounds Custodian

EXEMPT:	No	
SALARY LEVEL:	A	
SUPERVISOR:	Facilities Maintenance Coordinator	
PREPARED BY:	Facilities Maintenance Coordinator	December 2020

POSITION SUMMARY:

This position maintains the grounds and office buildings owned by the County. Work is performed under minimal supervision and is reviewed primarily on the basis of results obtained.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Position may involve other duties which are not listed and which may be assigned as required.

1. Provides janitorial and general maintenance service for the grounds and buildings owned by the County. This includes, but is not limited to -
 - Cleaning floors (mopping, sweeping, vacuuming, stripping/waxing)
 - Monitoring & maintaining adequate restroom supplies and sanitation
 - Collection of garbage
 - Collection of materials for re-cycling
 - Cleaning / washing / dusting windows, walls and fixtures
 - Cleaning exterior areas and entry ways
 - Mowing lawns
 - Maintaining flowers and shrubs and their beds.
2. Follow maintenance and work schedules; request necessary maintenance supplies, tools and equipment when not readily available.
3. Work with supervisor in determining custodial/maintenance requirements.
4. Reports the need for minor repairs to equipment, structure, and fixtures
5. Monitor the level of available, necessary supplies.

JOB DESCRIPTION
JOB TITLE: Buildings & Grounds Custodian - Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (continued)

6. Advises supervisor of non-traditional work requests upon receipt.

SUPERVISORY REQUIREMENTS:

Individuals employed in this classification do not supervise the work of other employees.

QUALIFICATIONS REQUIREMENTS:

Knowledge of -

Maintaining structures and grounds.

Safety practices in the use of chemical agents used for cleaning, the proper handling of garbage, and the use of power equipment.

OSHA requirements

Skill in -

The safe and efficient operation of powered maintenance equipment such as, but not limited to, floor buffer/scrubbers and lawn mowers.

Analyzing workload requirements and making appropriate, rational decisions.

Ability to -

Perform strenuous manual labor for extended periods of time.

Comprehend and avoid dangerous situations.

Safely operate power tools and other equipment.

Maintain complete and accurate records of work performed.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with other employees, department heads, elected officials, and the general public.

Successfully complete work assignments within established guidelines under minimal supervision.

JOB DESCRIPTION
JOB TITLE: Buildings & Grounds Custodian - Page 3

QUALIFICATIONS REQUIREMENTS: (continued)

Comprehend and successfully carry out assignments given either verbally or in writing.

Tolerate and understand ambiguous situations.

Work a flexible, non-traditional schedule.

EDUCATION AND/OR EXPERIENCE:

Six months' experience performing manual labor involving custodial, cleaning, and/or structure/grounds maintenance work.

Possession of a valid Oregon Driver License.

Must be able to be bonded.

Must pass criminal history check.

PHYSICAL DEMANDS:

Visual/hearing ability sufficient to comprehend written/verbal communications. Ability to work in areas where dust and pollens are present. Ability to tolerate weather extremes. Ability to safely lift and carry items such as five-gallon containers of liquids and cartons not exceeding 75 pounds. Ability to perform manual labor tasks for extensive periods involving climbing, kneeling, bending, walking, stretching, and lifting. Full range of use in arms, legs, back, neck, and hands. Ability to grasp and maintain control with fingers.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

WORK ENVIRONMENT:

Employee will perform work both in and out of doors. Noise level will vary between quiet (working alone in empty office building) and loud (working in machine room). Employee will be exposed to a wide-range of dust, pollen, heat and cold while performing required duties. Employee will frequently work alone during hours when buildings are vacant and not in use.

Curry County Sheriff's Office (CCSO) complies with the Federal Prison Rape Elimination Act (PREA). PREA prohibits CCSO from hiring, or promoting anyone who has engaged in, been convicted of, or been civilly or administratively adjudicated for

JOB DESCRIPTION
JOB TITLE: Buildings & Grounds Custodian - Page 4

WORK ENVIRONMENT: (cont.)

engaging in sexual abuse in Institution settings. These include a jail, prison, or other correctional facility (including juvenile corrections) AND any institution or facility where people are residing for the purpose of receiving care or treatment (e.g., adjudicated delinquent, neglected, placed in State custody, mentally ill or disabled, chronically ill, or physically disabled, etc.). These include skilled nursing care, intermediate or long-term care, or custodial or residential care (e.g., group home, rehabilitation, assisted living/nursing home, hospice, etc.).

This standard requires CCSO to conduct background checks on all applicants considered for employment or promotion to consider any incidents of substantiated allegations of sexual abuse or sexual harassment in determining whether to hire or promote anyone who may have contact with inmates.

For more information regarding PREA please visit: <http://nicic.gov/PREA>.