



## **YUMA COUNTY RECRUITMENT ANNOUNCEMENT**

**Position:** Sheriff's Office Custodian  
**Department:** Sheriff's Office  
**Classification:** Non-Exempt, Eligible for overtime compensation  
**Salary:** \$17.50 - \$21.87 / hr. D.O.Q.  
**Grade:** 4  
**Close Date:** Until Filled

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

**NATURE OF WORK:** Under general supervision, performs work of routine difficulty in the supervision of inmate crews providing custodial/janitorial care of Yuma County Sheriff's Office facilities. This position has department specific responsibility.

**EXPERIENCE & EDUCATION:** High school diploma or GED equivalent; Two (2) years of experience in custodial/janitorial work OR an equivalent combination of education and experience. Must complete forty (40) hours of detention training.

**ADDITIONAL REQUIREMENTS:** May be required to successfully complete a background check, polygraph examination, and drug test prior to appointment; must possess and maintain a valid driver's license.

The above information is intended to describe the general nature of this position and **is not** to be considered a complete statement of duties, responsibilities and requirements.

**\*\*NOTE\*\***

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

**Apply:**  
**Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364**  
**Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090**  
**Website: [www.yumacountyaz.gov](http://www.yumacountyaz.gov)**  
**See Reverse Side For More Information**

## SHERIFF'S OFFICE CUSTODIAN

**EXAMPLES OF WORK:** (*Illustrative Only*) Supervises, leads, and trains inmate crews in providing custodial and janitorial duties, to include routine cleaning, restroom sanitation, floor care, and general maintenance of facilities and grounds; trains and ensures inmate crews follows the proper use of manual and power custodial equipment; transports inmate work crews to designated work facilities in a Department vehicle; inspects inmates' assigned work areas; Observes and enforces all established detention security rules and procedures; maintains security of work details by observing and controlling inmate behavior; documents and reports inmate behavior, incidents and/or physical problems; confiscates and delivers any contraband discovered during inmate work crews to Detention supervisor; maintains strict security and accountability for all tools, equipment, supplies and materials used by inmate work crews; maintains the safekeeping of keys used to lock/unlock secure areas to be cleaned; performs custodial and janitorial duties, to include dusting and polishing furniture/equipment, sanitizing restrooms and replenishing supplies, cleaning carpets, stripping, waxing, and buffing floors; cleans outside areas and walkways; ensures cleanliness and sanitary conditions of Sheriff's Office facilities, to include patrol substations, weapon range, jail, visitation, high-traffic and personnel areas; moves and arranges office and building furniture/equipment; sets up and tears down equipment for special events and activities; secures facilities after working hours; operates, inspects and maintains floor care equipment; identifies and reports repair needs; performs equipment repairs and maintenance, as needed; mixes and disposes cleaning fluids/agents, chemicals, or similar solutions; ensures occupational hazards and safety precautions are adhered; receives, stocks, and inventories custodial supplies; sorts and delivers supplies and materials; responds to emergency and urgent clean-up situations, such as spills, leaks, floods, and biohazardous substances including blood and feces ... etc.; inputs and maintains work logs and records; works effectively and safely in a security jail environment, inmate housing, and holding areas; may be required to lift up to forty (40) pounds; maintains regular and reliable attendance; performs other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

**Knowledge of:** County policies and procedures; Sheriff's Office policies and procedures; basic supervision and skills training; the materials, methods, and practices used in cleaning and sanitizing buildings and grounds, and related custodial operations; principles of custodial safety, sanitation management, and inventory control; custodial equipment operations and maintenance techniques; occupational hazards and safety precautions; required detention and security training.

**Skills in:** effectively supervising, delegating, and evaluating inmates' activities; performing routine custodial and janitorial tasks; operating, maintaining, and repairing commercial custodial equipment; keeping accurate inventory of supplies, tools, and equipment; maintaining safety and security standards; maintaining logs and records; operating computerized technology and job-related software applications/programs; effectively communicating with individuals of various socioeconomic, ethnic and cultural backgrounds.

**Ability to:** direct, train, and supervise inmates effectively; operate and care for a variety of custodial tools/equipment; operate an assigned vehicle safely and transport working inmates; organize work load and meet deadlines; work independently with minimal supervision; follow written and verbal instructions; communicate clearly, both verbally and in writing; establish and maintain effective working relationships with supervisors, employees, other agencies, and the public; perform the essential functions of the job with or without reasonable accommodations.

### WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Work is performed inside and outside of the Sheriff's Office, to include the Detention Center, and at off-site locations.

## SHERIFF'S OFFICE CUSTODIAN

### WORK ENVIRONMENT/PHYSICAL DEMANDS (cont.):

- Work with assigned inmate workers.
- May work non-standard hours, to include shift work, holidays, and weekends.
- Exposure to dust, pollen, noise, temperature extremes, and hazardous material.
- Walk or stand for a long periods of time.
- Lift, carry, push, and/or pull objects weighing up to 40 pounds.
- Bend, stretch, stoop, reach, and climb (stairs or step ladder).
- Visual and muscular dexterity to operate: equipment, hand/power tools, computer, telephone, and two-way radio.
- Operate a motor vehicle and travel to/from various locations.

EOE/AA/ADA/M/F/V/D  
DRUG FREE WORKPLACE

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