



The Mission of the Defiance County Board of Developmental Disabilities (DCBDD) is to enrich the lives and meet the needs of individuals with developmental disabilities and their community throughout their lifetime.

Job Title: Custodian/Maintenance

Work Location: 195 Island Park Ave., Defiance, OH 43512

Department: Maintenance

Reports To: Superintendent

<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours: Monday – Friday 8 hours, flexible within a 40 hour pay week (Thur-Wed), overtime allowable with advanced approval by supervisor.	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
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Essential Duties and Responsibilities:

- In charge and responsible for the physical condition of the building and County Board vehicles.
- Works closely with the leadership team to maintain effective communication about building and vehicle needs.
- Works closely with the other custodial staff to help coordinate task completion.
- Responsible for daily routine, custodial duties involved in maintaining a clean building. Duties include, but not limited to, scrubbing, mopping, waxing, and polishing floors; cleaning windows, fixtures, walls, toilets, restrooms, drinking fountains and furniture; snow removal and mowing lawn.
- Responsible for emptying wastebaskets; disposal of debris.
- Works with Operations Manager to inventory, receive and distribute maintenance supplies to various parts of the facility. Ensures cleaning materials/supplies are stored safely and in an orderly manner.
- Maintains all cleaning equipment.
- Responsible for moving office/classroom furniture; setting up/taking down chairs, tables, etc., as assigned.
- Locks/unlocks assigned building(s); secures building(s) when not in use, including, but not limited to, unlocked doors and windows, reporting unauthorized occupants, turning off lights and setting door access, in accordance with County Board policy/procedure.
- Implement and maintain a scheduled preventive maintenance program for the agency.
- Maintain and Update the Material Safety Data Sheets (MSDS).
- Completing repairs or arrange for repair of any faulty condition in equipment, the building or grounds.
- Assisting with the practice emergency drills (fire and tornado) of the agency. Inspecting of fire extinguishers on a monthly basis and documenting it.
- Coordinating between DCBDD staff and part time custodian of the custodial/maintenance duties that need to be completed.
- Collaborate with Principal to create bus routes and answer parent call-ins.
- Collaborate with Superintendent and Principal regarding delays and cancellations.
- Remain responsive to emergency situations involving the building or buses/vehicles.
- Coordinate bus repairs and maintenance as required.
- Maintain a list of bus repairs and assist with recommending replacement schedules for buses.
- Collaborate with Superintendent to ensure proper operation of building security systems/camera systems.
- Support Principal in providing training to transportation and custodial personnel.

- Coordinate annual vehicle inspections for buses and other county owned vehicles.
- Safely operates all Board-owned vehicles and equipment.
- Serves as a back up bus driver when needed.
- Other duties as are appropriate and assigned by the Superintendent.

Education and/or Work Experience Requirements:

- Bureau of Criminal Identification and Investigation (BCII), Federal Bureau of Investigation (FBI), and abuser registry clearances. Ability to access worksite(s) required.
- Valid driver’s license to use agency vehicles.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Successfully pass a physical examination and drug test after job offer.
- Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen and speak clearly on telephone.

Work Conditions

- Professional office environment is provided. Travel within the county is expected.
- May be exposed to individuals who exhibit aberrant behaviors.
- May be exposed to infectious/contagious disease as part of employment setting.
- Ensures and maintains harmonious and effective relationship with other employees, consumers, parents/guardians, local school districts and state and local community service agencies.
- Knowledge and utilization of universal precautions to prevent the spread of infectious/contagious diseases.
- Maintains confidentiality and follows appropriate chain of command.
- Regular, predictable, and punctual attendance is vital to provide consistent services.
- Adheres to all local, state, and federal laws, and County Board of Developmental Disabilities policies and procedures.

Employee Understanding and Agreement

I understand and will perform the duties and requirements specified in this job description.

Print Employee Name:

Employee Signature:

Date:

Date Originated: 8/26/2025
Revised: 10/28/2025