



<p>POSITION DESCRIPTION</p> <p>Facilities Maintenance - Custodial</p> <p>FLSA Status: Non Exempt EEO Code: Occupational Salary Grade/Band</p>	<p style="text-align: right;">9 June 2015</p> <p style="text-align: center;">Reports to: Duchesne County Buildings and Grounds Manager</p> <p style="text-align: center;">Revised: _____ Human Resources Initials: _____</p>
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<p>POSITION PROFILE</p> <p>Under the direction of the Administrative Support Manager, this position is responsible for performing janitorial duties for modular buildings and related areas. Quality customer service will be provided to the staff and public at all times. Knowledge or willingness to learn proper cleaning techniques is essential.</p> <hr/> <p>GOALS</p> <ul style="list-style-type: none"> • To ensure work performance, effective time management practices, and attention to detail. • To maintain a safe and clean environment. • To adhere to best safety practices and comply with OSHA mandates. <hr/> <p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Cleans building floors by sweeping, mopping, scrubbing, or vacuuming them; • Attends to emergencies when necessary; • Gathers and empties trash; • Services, cleans, and supplies restrooms; • Cleans and polishes furniture and fixtures; • Cleans windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees; • Dusts furniture, walls, machines, and equipment; • Mixes water and detergents or acids in containers to prepare cleaning solutions, according to specifications; • Steam-cleans or shampoo carpets; • Strips, seals, finishes, and polishes floors; • Follows procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures; • Monitors building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created; • Notifies manager concerning the need for major repairs or additions to building operating systems;
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- Requisitions supplies and equipment needed for cleaning and maintenance duties;
- Sets up, arranges, and removes decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings; and
- Performs routine outdoor maintenance and upkeep (e.g. lawn mowing, planting, sweeping, snow shoveling, etc.).
- Spray insecticides and fumigants to prevent insect and rodent infestation.
- Performs other job related duties as assigned by the Maintenance Director as needed.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent;
- Six (6) months general work experience; or
- An equivalent combination of education and experience.

SKILLS/ABILITIES

- Some knowledge of and experience in facilities maintenance;
- Professional interpersonal communication skills;
- Skills in using general cleaning equipment;
- Ability to work quickly and accurately;
- Develop effective working relationships with elected officials, professionals, the public, and coworkers;
- Perform duties efficiently.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Ability to understand and respond to directions and assignments.
- Ability to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.

REASONING ABILITY

- Ability to take direction and prioritize work assignments.
- Ability to follow oral and written instructions.
- Ability to work independently as needed to support the group effort.

PHYSICAL REQUIREMENTS

- Work requires routine walking, standing, bending and carrying items weighing less than fifty

pounds. Moving items over fifty pounds utilizes a team lift.

- Employee must be able to maneuver in tight places when necessary.

HAZARDS

- Occasional exposure to unpleasant environmental conditions and/or hazards.
- Daily exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and vibration, and physical hazards
- Frequent exposure to fire, mechanical and road hazards. Occasional exposure to chemical hazards, electrical hazards, and physical danger or abuse.
- Rare exposure to explosives or communicable diseases.
- Seatbelt, safety glasses, gloves, hard hat, dust masks, and reflective vest may be required.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.