

JOB TITLE: Building Service Worker

BM/2

DEPARTMENT: Building Maintenance, White County

JOB SUMMARY: This position is responsible for performing building maintenance duties at county facilities.

MAJOR DUTIES:

- o Cleans restrooms, including cleaning and sanitizing fixtures and mirrors, replacing soap and paper products, emptying trash cans, and sweeping and mopping floors.
- o Performs plumbing duties such as clearing drains and unstopping toilets.
- o Cleans water fountains, tables, desks, counters, and conference rooms.
- o Cleans hallways and offices, including dusting, mopping, and waxing floors and vacuuming carpets.
- o Cleans stairways, including sweeping and dusting floors and railings.
- o Washes windows, cleans woodwork, and washes walls.
- o Dusts and polishes furniture and fixtures; dusts blinds and window sills.
- o Paints interior walls and trim.
- o Replaces light bulbs.
- o Picks up debris and empties ashtrays in areas around entrance ways and grounds.
- o Cleans gutters.
- o Assists with maintaining an adequate inventory of cleaning supplies.
- o Performs ground maintenance duties: operates push and riding mowers to cut grass, weed-eats and edges sidewalks, removes leaves, trims shrubs, applies fertilizer, and plants and maintains flower beds.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of county and safety policies and procedures.

- o Knowledge of various cleaning chemicals.
- o Skill in operating cleaning equipment such as a vacuum cleaner, buffer, shampooer, and various hand tools.
- o Skill in operating lawn maintenance equipment such as a mower, trimmer, weed-eater, and leaf blower.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Facilities Maintenance Supervisor assigns work in terms of detailed and specific instructions. The supervisor spot-checks work in progress and upon completion for accuracy, adequacy, and adherence to instructions and established guidelines.

GUIDELINES: Guidelines include county and safety policies and procedures, supervisory instructions, and standing or special work orders. These guidelines are clear and specific, requiring little interpretation in application.

COMPLEXITY: The work consists of directly related duties in cleaning and maintaining county facilities.

SCOPE AND EFFECT: The purpose of this position is to perform custodial duties. Successful performance helps ensure a safe and attractive working environment for county employees and the general public.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed with the employee standing, walking, bending, crouching, or stooping. The employee must frequently lift light objects.

WORK ENVIRONMENT: The work is typically performed in county buildings. The employee is exposed to dust, dirt, grease, contagious or infectious diseases, and irritating chemicals. The work may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write, and perform mathematical calculations.
- o No experience requirements.