

COURTHOUSE
MAINTENANCE
HAMILTON COUNTY

Applications are now being accepted for a full-time Janitorial/Housekeeping position for Hamilton County. Position is 40 hours per week, Monday-Friday, Noon to 8:30 pm. Duties include but are not limited to general cleaning, vacuuming, and removal of trash. Applications and job description may be obtained at the Auditor's Office or can be downloaded at www.hamiltoncounty.org and will be accepted until 4:00 pm 6/19/17. Successful candidate will be required to pass a pre-employment physical, criminal background check, and drug screen.

Hamilton County is an Equal Opportunity Employer

Full Time/Position Description

Class Title: County Buildings Janitorial/Housekeeping

Department: 03

Date: 6/7/2017

General Purpose

Perform a variety of skilled and unskilled tasks for the housekeeping of county buildings.

Supervision Received:

Work under supervision of the Department Head.

Supervision Exercised:

- None

Essential Duties and Responsibilities:

- Perform work assigned by Department Head
- Vacuum and sweep entries, offices, halls and stairways as needed on a regular basis.
- Pick up trash and recycling as needed on a regular basis.
- Clean entryway glass as needed on a regular basis.
- Clean and dust public and common areas as needed on a regular basis.
- Clean and sanitize restrooms and replenish supplies as needed on a regular basis.
- Inspect and maintain assigned custodial equipment and small tools for proper operating condition.
- Maintain current skills and knowledge in the proper and safe techniques of building custodial care.
- Lock and unlock as needed and is accountable for security of the facilities.
- Clearing sidewalks of light snow as needed.
- Keep records of work completed.
- Available to work shift changes as requested.
- Possess a valid Iowa driver's license and be insurable under county liability coverage.
- Must have use of own vehicle in performance of duties and responsibilities.
- All other duties as needed and assigned.

Desired Minimum Qualifications:

Any combination of experience and training that would demonstrate the ability to perform the work.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of equipment, materials and supplies used in building and grounds janitorial and maintenance.
- Skill in operation of listed tools and equipment.
- Ability to multitask, work independently, and differentiate importance between daily activities, requested activities and emergency breakdowns according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods.
- Ability to communicate orally, in writing and through computer application.
- Ability to use equipment and tools properly and safely.
- Ability to understand and follow written and oral instructions.
- Ability to establish effective working relationships.

Tools and Equipment Used:

- Step ladder
- Vacuum
- Mop
- Broom
- Trash dolly
- Cleaning and dusting supplies
- Snow Shovel

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job

Tasks involve the ability to exert moderate, though not constant physical effort, typically involving combinations of climbing and balancing, stooping, kneeling, crouching and crawling, and may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate to moderately heavy weight (12-50 pounds).

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and may encounter wet and/or humid conditions, temperature extremes, disease and/or pathogens, bright/dim light, noise extremes, vibrations, dust or pollen, fumes or airborne particles and toxic chemicals. Employee must be able to recognize, access, and mitigate potential hazards.

Selection Guidelines:

Formal application, rating of education and job experience; oral interview, reference check and background check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Hamilton County is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation, gender identity or any other characteristic protected by local, state, or federal law.

Approval _____
Official

Acceptance _____
Employee

Effective Date _____