



Job Title: Custodian II
Starting Salary: \$12.79 per hour
Status: Part-time position no benefits
Closing Date: February 12, 2018 @ 5:00 p.m.

The Opportunity

Performs custodial work to assure all building rooms and facilities are clean, orderly and in good condition and may perform minor maintenance duties. May be required to work variable shifts and rotating days. Cleans and stocks restrooms. Uses brooms, mops, dustpans and similar equipment to clean floors. Washes windows; dusts, performs similar tasks. Moves desks, file cabinets, or similar items to rearrange office space to perform cleaning duties. Cleans and polishes hard surface floors using power scrubbers, vacuum and buffers; empties trash receptacles. Assists with snow removal at County buildings; assist with the maintenance of the grounds at the various County facilities. Assists in securing facilities at night. Performs other related duties required. Must be willing to work a flexible schedule.

Minimum Qualifications

High school graduate or GED equivalent; one (1) year experience in general custodial duties; where the use of power buffers or scrubbers can be demonstrated. Ability to work without supervision.

Required Knowledge, Skills, and Abilities

Ability to perform heavy labor for extensive periods, ability to stand and walk for long periods of time; ability to work in extreme weather conditions including heat, cold, dust, insects, and odor. Must be able to lift 50-75 pounds with occasional lifting of up to 100 pounds or more. This is often combined with bending, twisting, or working on irregular surfaces or at heights above ground.

For a complete job description or an application please visit

<http://www.co.tooele.ut.us/hr.html>

Applications and resume must be submitted to
Tooele County Human Resource Office, Rm 308

47 South Main Street, Tooele

Or email application and resume to tadams@tooeleco.org

EEO Employer

TOOELE COUNTY

Job Description

TITLE:	<u>Custodian II</u>	JOB CODE:	<u>606</u>
DEPARTMENT:	<u>Facilities Management</u>	EFF. DATE:	<u>3/2016</u>
EEO CLASS:	<u>Service and Maintenance</u>	GRADE:	<u>12</u>
WORKERS COMP.:	<u>County</u>	FLSA:	<u>Non -Exempt</u>

GENERAL PURPOSE:

Performs custodial work to assure all building rooms and facilities are clean, orderly and in good condition and may perform minor maintenance duties.

SUPERVISION RECEIVED:

Works under the general supervision of the Facilities Maintenance Director and/or lead worker.

SUPERVISION EXERCISED:

None

EXAMPLE OF DUTIES:

May be required to work variable shifts and rotating days.

Cleans and stocks restrooms. Uses brooms, mops, dustpans and similar equipment to clean floors.

Washes windows; dusts, performs similar tasks. Moves desks, file cabinets, or similar items to rearrange office space to perform cleaning duties.

Cleans and polishes hard surface floors using power scrubbers, vacuum and buffers; empties trash receptacles. Ability to operate carpet extraction equipment if necessary.

Assists with snow removal at County buildings; assist with the maintenance of the grounds at the various County facilities. Assists with yard work at county facilities.

May perform minor maintenance tasks such as oiling power buffers, replacing light bulbs, upkeep of cleaning equipment.

Sets up and arranges chairs, tables, blackboards, microphone, etc. and checks operating condition in preparation for special meetings held in the general-purpose rooms. May open and secure buildings.

May be required to maintain records such as a tracking of when carpets are cleaned; inventory cleaning supplies; and may assist with time card record keeping for department staff if requested.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and experience

- A. High school graduate or GED equivalent. AND One (1) year of experience performing custodial duties where the use of power buffers or scrubbers can be demonstrated. Ability to

work without supervision.

OR

C. An equivalent combination of education and experience.

Working knowledge of building utilities, maintenance repair problems and techniques; working knowledge of safety precautions around power hand tools and medium duty equipment; working knowledge of floor cleaning agents. Skill in using hand tools; skill in operating power floor cleaning equipment.

Ability to follow written and oral instructions; ability to establish and maintain effective working relationships with employees and members of the public.

Ability to perform heavy labor for extensive periods, ability to stand and walk for long periods of time; ability to work in extreme weather conditions including heat, cold, dust, insects, and odor. Must be able to lift 50-75 pounds with occasional lifting of up to 100 pounds or more. This is often combined with bending, twisting, or working on irregular surfaces or at heights above ground.

OTHER QUALIFICATIONS

Achieve a competent or higher rating overall in each performance evaluation which measures the following:

- X thoroughness, planning and organization, neatness and accuracy;
- X learning and knowing all phases of the job; recognizing and solving routine problems;
- X knowing the office policies, systems and services;
- X compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
- X being able to perform new duties, adjust to new situations, and control of self under pressure;
- X being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
- X making decisions; studying and considering all facts; using common sense;
- X cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
- X being friendly, helpful and showing self-control;
- X being punctual in attendance; and
- X being professional in dress and manner; showing good housekeeping of the general work area; ability to operate power floor cleaning equipment; ability to follow written and oral instructions; ability to think and act independently on routine matters; ability to maintain effective working relationships with employees and members of the public and employees in other units.

DATED this ____ day of _____, 2016.

DIRECTOR

HUMAN RESOURCES

COMMISSIONER

New Employee Certification of Receipt of Position Description

I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Facilities Maintenance Department.

Employee's Signature

Date