



County of Calhoun
Job Description

Job Title: Janitorial
Department: 400 - Public Buildings
Reports To: Human Resources
FLSA Status: Non-Exempt
Prepared Date: 02/11/2019
Approved By: HR Director
Approved Date: 02/11/2019

Summary

Engages in maintaining and repairing physical structures of buildings and grounds by performing the following duties.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

Service, clean, or supply restrooms.

Clean building floors by sweeping, mopping, scrubbing, or vacuuming.

Gather and empty trash.

Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.

Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.

Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.

Notify managers concerning the need for major repairs or additions to building operating systems.

Requisition supplies or equipment needed for cleaning and maintenance duties.

Dust furniture, walls, machines, or equipment.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand and walk. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to vibration. The noise level in the work environment is usually loud.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.