

LINN COUNTY CLASSIFICATION

TITLE: CUSTODIAL SERVICES WORKER
NUMBER: 800
PAY RANGE: 07
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 2000-011
DATE: January 26, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform basic and routine cleaning duties related to custodial maintenance of County buildings; re-stock supplies. Perform minor repairs and maintenance duties. Secure buildings after cleaning.

SUPERVISION RECEIVED: Works under the supervision of a Custodial Services Supervisor who assigns duties and work area, provides training and inspects work for results obtained. Special cleaning projects are assigned orally. Employee uses judgement in organizing work time to complete tasks by end of shift.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Collect and dispose of garbage and trash; recycle office paper and cardboard.
2. Sweep, mop, wax and polish floors; dust and polish furniture, window sills, handrails, etc. Wash windows, blinds, walls and ceilings;
3. Clean and disinfect restrooms and replenish supplies.
4. Replace burned out light bulbs; replace rest rooms supplies; collect and dispose of garbage and wastepaper; make minor repairs to toilets, faucets and sinks, etc.
5. Secure windows and doors in offices after cleaning.
6. Move furniture and prepare rooms for meetings.
7. Employee work schedule is subject to change to meet emergency or other situations that necessitate scheduling due to department work conflicts.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

10. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Reasonable knowledge of building maintenance and cleaning practices, equipment and supplies used in custodial maintenance in an institution or on a large scale. Some knowledge of safety hazards and precautions and the handling of infectious waste material.

Skill in the operation of power cleaning equipment and the use of appropriate cleaning products. Skill in making minor repairs and adjustments to building fixtures and equipment.

Ability to perform custodial and maintenance tasks without immediate supervision. Ability to understand and follow simple oral and written instructions. Ability to adjust to priority changes and work well under pressure, interpret and comply with written and oral instructions; sufficient physical strength to perform heavy manual labor; work from a ladder; manage time efficiently and meet and deal courteously and effectively with co-workers and the public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school and one year of progressively responsible work experience in custodial maintenance in an institution or on a large scale or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outside and is physically demanding. Requirements include the ability to see, talk and hear; sit, stand and walk; bend, stoop and kneel; push and pull; use hands to handle or operate objects, tools or controls; reach with hands and arms. The work requires the ability to lift or move sixty (60) pounds. Work is performed in an environment that involves everyday risks or discomforts requiring safety precautions.