

Logan County Job Description



Title:	Building & Grounds Part Time Janitorial Worker	Grade:	6
Division:	Operations	Effective Date:	10/09
Department:	Building & Grounds	Last Revised:	5/24/22

GENERAL PURPOSE Performs a variety of janitorial work in the cleaning and maintenance of county buildings. Primary location Logan County Justice Center and will cover other locations when necessary.

SUPERVISION RECEIVED

Works under the general supervision of the Building & Grounds Supervisor.

SUPERVISION EXERCISED: None

ESSENTIAL FUNCTIONS The following examples of duties are intended to be illustrative only and are not intended to be all inclusive.

Opens, sets up, and closes assigned buildings, fairgrounds, and meeting rooms for public use; ensures work areas are secure and locked upon leaving.

Empties trash containers and removes trash.

Sweeps and mops office and corridor floors; vacuums rugs and carpets; dusts furniture; moves office furniture and other items as required.

Washes, sanitizes, deodorizes restrooms; maintains supplies of hand towels, toilet paper, and soap in dispensers; washes windows, mirrors and glass doors; empties trash containers.

Complexity/Responsibility: The work is characterized by a variety of routine janitorial operations.

Scope of Interpersonal Contacts: Contacts are primarily with outside contacts, co-workers and supervisor giving and receiving routine information.

Equipment Used: Cleaning equipment such as mops and vacuum cleaners; cleaning supplies, liquids, and powders.

Performs related duties as assigned and required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school; or GED.
 - OR
 - B. Some experience in care of buildings.

Must possess valid Colorado Driver's License.

1. **Required Knowledge, Skills and Abilities:** Knowledge of cleaning equipment and supplies; ability to communicate clearly and concisely orally; to perform minor maintenance; follow simple written and oral instructions; to establish and maintain effective working relationships with others.

2. Physical Requirements: Ability to conduct activities involving substantial standing and walking; to lift and carry burdens weighing up to 50 lbs., and push and/or pull other burdens weighing up to 75 lbs.; to grasp and manipulate cleaning equipment and similar other tools and materials; to conduct activities involving climbing, stooping, kneeling/bending, crouching, crawling, twisting, and reaching on a frequent basis; to work with hands above shoulder height with a weight up to 10 lbs.; to work with arms extended at shoulder height with a weight up to 10 lbs.; to participate in routine conversation in person or via telephone.

3. Environmental Conditions: The majority of the work is performed within an inside or protected environment. Incumbent experiences frequent exposure to odors, dust, poor ventilation and other hazards associated with janitorial activities.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)