

COUNTY COMMISSIONERS LEVY COUNTY, FLORIDA



GOVERNMENT
SERVING
CITIZENS

John Meeks
District 1

Rock Meeks
District 2

Mike Joyner
District 3

Lilly Rooks
District 4

Matt Brooks
District 5

3/17/2017

POSITION VACANCY: CUSTODIAN CONSTRUCTION/MAINTENANCE

SALARY: 8.35 per hour
Pay grade 28 Step 1
Full Time Position

JOB DESCRIPTION: Attached

APPLICATION CLOSING DATE: 3/27/2017 5:00 p.m.

Any persons that feel they are qualified for this position may apply by completing a Levy County Commission job application and submitting it to Jacqueline Martin, Human Resource Manager at the County Commissioners Office.

ONLY APPLICANTS MEETING MINIMUM QUALIFICATIONS WILL BE SELECTED FOR INTERVIEWS.

By: Jacqueline Martin
Jacqueline Martin, Human Resource Manager

Dates Posted: 3/17/2017 - 3/27/2017

**AN AFFIRMATIVE ACTION – DRUG FREE – EQUAL OPPORTUNITY EMPLOYER
WE HONOR VETERANS' PREFERENCE**

P.O. Box 310 Bronson Florida 32621
Telephone (352) 486-5218 Fax (352) 486-5167
e-mail: levybocc@levycounty.org Website: Levycounty.org

LEVY COUNTY BOARD OF COUNTY COMMISSION



JOB DESCRIPTION

POSITION:	CUSTODIAN
POSITION #:	0138
AREA(S):	CONSTRUCTION/MAINTENANCE DEPARTMENT

DISTINGUISHING CHARACTERISTICS OF WORK:

This is manual work in the cleaning and performing of related duties in and around county buildings. Work involves the responsibility for cleaning and minor maintenance work in public buildings. Work is performed in accordance with established routines with specific instructions provided on non-routine tasks. Work is subject to inspection in progress and upon completion

EXAMPLES OF WORK PERFORMED:

- Sweeps, vacuums and mops
- Clean offices; dust and empty waste baskets
- Clean and sanitize restrooms and replenished supplies
- Clean walls, partitions, ceilings and woodwork
- Clean interior windows and mirrors
- Monitor and maintain stock of cleaning supplies
- Follow and complete daily, weekly and monthly cleaning forms and schedules
- Place garbage in closed dumpsters provided in the cleaning areas
- Clean and disinfect trash cans and change trash bags
- Wash and sanitize bathroom fixtures, doors and door handles
- Perform other cleaning duties as specified on schedule
- Refill paper towels, toilet paper, air fresheners and soap in all dispensers; checking batteries for proper working order
- Operate heavy cleaning equipment such as scrubbing machines, high speed buffers, carpet shampooers or wet/dry vacuum machines
- Report to Supervisors the presence of animals, vermin, insects, water leaks, maintenance needs, when in need of cleaning supplies, equipment repairs and all other health and safety hazards observed
- Attend and participate in department in-service training
- Performs any other duties as assigned by supervisors

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of janitorial cleaning methods, materials, and equipment.
- Ability to learn the standard methods and the use of materials and equipment employed in janitorial work.
- Ability to read and comprehend simple instructions, short correspondence and memos
- Skill in the use and care of custodial equipment.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

QUALIFICATIONS:

- Possess and maintain a valid Florida driver license
- Experience in commercial cleaning or any equivalent combination of training and experience.
- High School Diploma or GED.

PHYSICAL REQUIREMENTS:

- Ability to see and hear (with or without corrective devices).
- Ability to reach, stand, walk, stoop and bend.
- Ability to lift and/or move 50 to 100 pounds.
- Ability to drive county vehicle to and from work sites.
- This job involves standing for long periods as well as stooping squatting, lifting, carrying, pushing and pulling.
- Must be able to work flexible schedule; some nights and weekends.
- Must be able to lift, load and unload floor cleaning machines into county vehicles without assistance.
- Exposure to adverse weather conditions.
- Possible exposure to blood, bodily fluids or communicable diseases.
- Wearing of protective equipment, such as latex gloves is required.

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EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

GENERAL INFORMATION:

FLSA Status	Non-Exempt
Worker's Comp Class Code	9015
EEOC Job Category	Service-Maintenance
EEOC Job Function	Financial Administration
EEOP Job Category	Service/Maintenance
Safety Sensitive	YES NO
Safety Category (if applicable)	FTA-FMCSA-NON-DOT
Paygrade:	28