

**POSITION DESCRIPTION
COUNTY OF BOONE, INDIANA**

POSITION: Janitorial/Housekeeping

DEPARTMENT: County Facilities

WORK SCHEDULE: 40 hours per week; 7:00 a.m. - 4:00 p.m. M-F with one hour lunch

JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: August 2016

SUPERVISOR: Maintenance Technician

DATES REVISED: December 2021

FLSA STATUS: Non-exempt, Full Time

PURPOSE OF POSITION:

Incumbent performs general Janitorial and Housekeeping upkeep of the Boone County Government Buildings and Grounds.

ESSENTIAL FUNCTIONS:

- Sweeps, mops, polishes and vacuums floors.
- Maintain, clean, and sanitize restrooms.
- Removes and disposes of recyclable materials, trash in wastebaskets, ashtrays, etc.
- Removes snow and ice from walkways outside designated county buildings.
- May maintain lawn and landscaping around designated county buildings.
- Assists in stripping and waxing floors, and cleaning carpets.
- Cleans and disinfects surfaces, including walls, desks, sinks, etc.
- Cleans windows and blinds periodically.
- Moves furniture around designated buildings.
- May secure designated county buildings at the end of regular operating hours and turns off lights.
- Performs minor repair and maintenance on county custodial equipment, furniture and fixtures as required.
- Changes light bulbs as required.
- May open designated county buildings for beginning of regular operating hours.
- May be required to work overtime, weekends and holidays as needed.
- May be required to adjust weekly schedule to combine weekday and weekend work times to complete assigned tasks as needed.
- Assists with specifying and advising of needs for custodial supplies and materials.
- Adheres to personnel policies set forth by the County Commissioners.

NON-ESSENTIAL FUNCTIONS:

- May be required to assist with placement and installation of seasonal decorations.

- Performs other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Ability to work independently under limited supervision.
- Ability to read and follow general work schedules and instructions.
- Working knowledge of generally accepted cleaning processes, procedures and needs.
- Ability to operate necessary equipment such as lawn mower, sweeper, broom, mop, floor buffer, carpet cleaner (extractor), etc.
- Ability to perform some minor maintenance and repair of custodial equipment
- Ability to use tact and maintain cooperation with citizens, other County personnel, and contracting organizations.
- Knowledge of IOSHA and Indiana Department of Labor safety regulations.
- Ability to use personal computers and related equipment including Microsoft Office software suite.
- Ability to do moderate lifting.
- Ability to do hands-on cleaning.

RESPONSIBILITY:

- Incumbent works under established guidelines and procedures. Tasks are routine.
- Work requires skill and care.
- Ability to apply common sense and understanding in order to carry out detailed written and/or oral instructions.
- Ability to solve problems involving several variables in performance of daily tasks.
- Ability to create and/or adjust schedules to deliver desired outcomes.
- Ability to prioritize general duties and adjust schedules accordingly without direct supervision.
- Judgment required in performance of duties and coordinating with personnel of various County offices and departments.
- Some personal discretion is used in performance of assigned tasks.
- Demonstrates integrity, honesty, a sense of responsibility and loyalty in the performance of all tasks.
- Errors in work cause minimum risk and low-cost repercussions

WORKING RELATIONSHIPS:

Working relationships are with supervisor and other County personnel, contractors and vendors, and frequent contact with the general public. Incumbent must have the ability to use tact and discretion to maintain good relationships with citizens, County personnel, and contractors and vendors.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Use hands and fingers to handle, or feel; and reach with hands and arms.
- The employee frequently is required to sit, stand, walk, climb, balance, stoop, kneel, crouch, crawl; and talk and hear. May be required to work in awkward positions.
- Caution is required when using powered equipment and performing tasks involving height.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move greater than 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to outside weather conditions. Performance of outside work may be required in inclement weather.
- The noise level in the work environment ranges from moderate to loud.
- The employee is regularly exposed to dirt, dust, grease, typical office waste, biological waste, and cleaning solutions.
- The employee may be subject to a background check.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Janitorial/Housekeeping for Boone County Facilities describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Boone County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name