

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JUNE 20, 2012
CLOSING DATE: JULY 3, 2012

DEPARTMENT: Public Works/Facilities

POSITION: Custodian

LOCATION: Globe

JOB CODE: 12-043

THIS IS A TEMPORARY POSITION

HOURLY SALARY: \$8.00 per hour

NATURE OF WORK

Performs a variety of custodial duties in and around County public buildings and grounds and assures work is completed within applicable safety standards.

DUTIES AND RESPONSIBILITIES:

- Performs general custodial functions including cleaning offices, entrances, hallways, restrooms, and other areas in and around County facilities.
- Performs mopping, vacuuming, dust mopping, buffing and waxing floors, emptying trash, dusting, window washing, shoveling snow, and stocking restrooms and complies with departmental procedures and safety regulations.
- Monitors and documents the need for minor repairs of lights, tables, faucets, drains and other equipment.
- May change light bulbs, assemble furniture, and assist with painting and minor maintenance.
- Conducts special projects and assists with recycling activities as required.
- Completes required custodial reports and documentation.
- May provide assistance with coordinating and maintaining custodial supply inventories.

WORKING ENVIRONMENT:

Work is performed in and around County buildings and facilities; exposure to variable and/or extreme weather conditions, bodily fluids and cleaning chemicals; standing, bending, walking, and lifting/carrying up to 50 pounds is involved.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Custodial methods and practices related to the cleaning of buildings and facilities; custodial cleaning standards; cleaning materials, equipment and supplies; safety standards and regulations applicable to custodial activities.

Ability to: Maintain and clean County buildings and grounds; conduct a full range of custodial duties and functions; safely utilize cleaning equipment and supplies; ensure compliance with safety regulations and policies relevant to custodial activities; communicate effectively and follow oral/written instructions.

Skills in: Performing a variety of custodial tasks.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.