GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: SEPTEMBER 9, 2015
REVISED: NOVEMBER 17, 2015
CLOSING DATE: DECEMBER 7, 2015

DEPARTMENT: **Public Works Facilities & Land Management**

POSITION: **Part-time Custodian**

LOCATION: **Globe**

JOB CODE: **15-087**

34 HOURS PER WEEK

HOURLY SALARY: **$8.05-$8.43 DOE**

PURPOSE OF THE JOB

The purpose of this position is to ensure County buildings and grounds are maintained to a high level of cleanliness and functionality, through a full range of custodial tasks and duties covering offices, entrances, hallways, restrooms, parking lots that belong to Gila County, as well as County materials, equipment and supplies.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Performs general custodial functions including cleaning offices, Board of Supervisors Hearing Room, courtrooms, entrances, hallways, restrooms, kitchens, and other areas in and around County facilities. Custodial functions include: mopping; vacuuming; power washing; dusting; buffing and waxing floors; emptying trash; window washing; shoveling snow; stocking restrooms; and complies with departmental procedures and safety regulations.	30%
• Keeps knowledge of cleaning chemicals and proper applications up-to-date to ensure compliance with County Health Department safety regulations.	10%
• Ensures proper handling and proper disposal of health & safety hazard wastes.	20%
• Monitors and documents the need for minor repairs of lights, tables, faucets, drains and other equipment; completes required custodial reports and documentation.	10%
• Conducts special projects and assists with recycling activities as required.	10%
• Provides assistance with coordinating and maintaining custodial supply inventories.	10%
• May change light bulbs; assemble furniture; assist with painting and minor maintenance; and may perform dish washing.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position may assist in training colleagues and explains procedures or processes to employees or the public.

WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memos and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts primarily internally with other employees at the same level. Minimal contact with customers or general public.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Rarely (Less than 10% in a year)

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MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Six (6) months custodian experience; or equivalent combination of education, training and experience. Must possess a valid Arizona Driver's License.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

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.

SKILLS REQUIRED

Active learning, active listening, critical thinking, customer service, delivering training, problem recognition, problem solving, time management and multi-tasking.

ABILITIES REQUIRED

Express one's self orally, generate fluent new and useful ideas, focus, follow orders maintain calm demeanor in stressful situation, maintain oratory ability under stressful situation, multi-task, perform tasks with arm-hand steadiness, react in a calm and timely manner, recognize patterns and order information, recognize problems, solve problems sensibly and swiftly, solve problems with deductive reasoning, solve problems with inductive reasoning, speak clearly and sensibly.

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.

PHYSICAL DEMANDS

- Regularly stands to perform custodian work, and maintenance work.
- Occasionally sits to attend to other duties.
- May be required to lift work related materials, equipment, tools, and/or gears up to 75 lbs.
- Routinely requires dexterity for custodial-related machines such as vacuum cleaners, floor polishers or buffers, blowers, and lawn mowers.
- Incumbents in this position may be required to walk to and from work sites, bend, stoop, crawl, kneel, twist, climb step-ladders and reach high or low areas.

WORK ENVIRONMENT

Work is performed in and around County buildings and facilities, routinely spends time in custodial rooms and kitchen. May occasionally spend time in tight spaces and windowless rooms to complete tasks.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to dust, grime, cleaning chemical, electrical hazards, bloodborne pathogens, communicable diseases, bodily fluids, extreme temperature, extreme weather conditions, wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

This position is required to constantly follow written safety procedures and manuals relevant to the division or department. This position routinely requires reflective road vest, plastic rubber gloves, may require the use of bio-safety suit, hearing protection devices and hard hat.

CONSEQUENCES OF ERROR

Potential errors can result in minor delay or inconvenience. Errors can be detected early.

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.