

County of Grundy--Job Posting

Job Title: Maintenance Custodian

Date of Posting: May 14, 2019

Applications Accepted Until: Posted until filled

Employee Status: Full-Time, 40 hours/week, Non-Exempt

Salary range: \$13.50 - \$15.00 per hour



SUMMARY

Performs general cleaning and maintenance duties to maintain and preserve the Grundy County Administration Building.

ESSENTIAL FUNCTIONS

- Cleans and sanitizes restrooms and drinking fountains.
- Provides floor care such as sweeping, mopping, vacuuming, buffing, and carpet cleaning.
- Removes and disposes of garbage and recycling.
- Assists in monitoring safety issues and reports concerns or needed repairs to Supervisor.
- Assists with security of building including closing and securing building.
- Cares for building furnishings such as reception desk and lobby furniture, conference room tables and chairs, board room furniture, and accessible office furniture and computers.
- Cleans door glass and windows.
- Dusts artwork, frames, and signage.
- Wipes down door handles, light switches, copiers, and soap dispensers in order to maximize infection control. Refills supplies and reports low inventory to Supervisor.
- Cleans kitchen counter, sink, refrigerator, microwave, tables and chairs.
- Assemble or repair desks and chairs.
- Interior painting of walls, doors and removal of switch cover plates, etc.
- Tighten sink drain lines.
- Perform grounds maintenance and landscaping.
- Maintenance and repair to the building and grounds.
- Travel to other County locations to pick up or drop off items such as county property and mail.
- Completes special cleaning projects as assigned by Supervisor.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Valid IL driver's license in good standing.
- Candidate must be able to successfully obtain IL Operators Pesticide License within the first 6 months of employment.
- 1-3 years of general painting, carpentry and plumbing experience.
- Must be able to lift 50 pounds, position will require a pre-employment physical.
- Previous cleaning experience or similar training.

OTHER QUALIFICATIONS

Familiarity with Material Safety Data Sheets and proper use or disposal of chemicals.

Employee must be a self-starter and detail-oriented and able to work with no supervision at times. Employee will be working during hours of public meetings. As such, employee must be professional in demeanor, conversation, and appearance and be able to prioritize workload in order to minimize disruptions. Employee must be flexible in order to alter work hours occasionally in order to best meet the needs of the facility and its employees.

Employee must be able to follow an intensive cleaning schedule.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below are representative of the knowledge, skill, and/or ability required.

- Able to easily use basic cleaning equipment such as vacuum, carpet cleaner, mop bucket, broom.
- Employee could occasionally be asked to assist with operating the lift which would require following proper safety procedures and a cautious approach.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to see, hear, smell, stand, walk, sit, climb, balance, stoop, kneel, crouch and crawl. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally in an office building with some seasonal outside work such as shoveling and operating a riding lawn mower. The noise level in the work environment is moderately quiet.

Send resume and salary requirements to HR@grundyco.org with "Custodian" in the subject of the email, or mail to Grundy County Administration, 1320 Union Street, Morris, IL 60450.

No phone calls please.