



Rogers County Job Opportunity

If interested please complete an application and return it to Rogers County HR located in the County Clerk's Office of the Rogers County Court House

Title: Custodial Level III	Department: Court House Facilities
Reports to: Facilities Manager	FLSA Status: Non-Exempt
Pay: Range from \$12.00 – 14.00 per hour	Full Time/Part Time: Full Time
Position Posted: 06/04/2019	Posting Closes: Until Filled

Position Profile

This position series is responsible for performing a variety of duties related to cleaning and the up keeping of orderly conditions of Rogers County premises and is responsible for providing custodial and janitorial services. The higher level requires the performance of increasingly more responsible and varied work which requires greater knowledge of cleaning chemicals, surface types, the utilization of power/mechanized cleaning equipment, and providing direction to less senior staff.

Duties and Responsibilities

- Ability to perform physical labor and follow oral and written instructions.
- Keeps a building in clean and orderly condition by performing a combination of activities including cleaning assigned areas.
- Maintains the cleanliness and appearance of floors by sweeping, mopping, and vacuuming.
- Washes interior surfaces of buildings such as walls, ceilings, windows, etc. using appropriate supplies and equipment.
- Clean and disinfect bathrooms.
- Empties waste receptacles and disposes of refuse.
- Knowledge of methods followed in building custodial work.
- Knowledge of types and uses of materials, tools, and equipment used in building custodial work.
- Physical stamina and endurance.
- Some knowledge of office equipment such as fax, telephone, and basic computer skills.
- have a complete knowledge of cleaning chemicals, industrial cleaning methods, and the utilization of automatic cleaning equipment.
- Utilizes advanced custodial equipment such as automatic cleaning equipment, snow blowers, and lawn mowers;
- Complete knowledge of cleaning chemicals, surface types, industrial cleaning methods, etc.
- Performs minor repairs to building;
- Functions as lead person on project work;
- Provide occasional clerical duties such as filing, administering purchase orders/receiving, and other related clerical duties as needed.
- Work with and as needed direct community service workers.
- Performs other duties as assigned.

Qualifications

Rogers County is an Equal Opportunity Employer



Valid drivers' license along with good driving record and auto insurance is required. High school diploma or equivalent is preferred. Trade school and/or military training is a plus. Verifiable hands-on general maintenance experience (i.e., plumbing, electrical, carpeting, painting, etc.) is preferred with proficiency in at least one major area, but not required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to forty (40) pounds with occasional eighty (80) pounds and team lifting. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is exposed to fumes or airborne particles. The employee is exposed to outside weather conditions. The noise level in the work environment is moderate to high. The employee is occasionally exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. Work environment involves routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The job may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to eighty (80) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.