

COLORADO COUNTY JOB DESCRIPTION

JOB TITLE: Housekeeping

DEPARTMENT: COUNTY JUDGE

DEFINITION

To perform a wide variety of maintenance duties for Colorado County.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Maintenance Person.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES – *Important responsibilities and duties may include, but are not limited to, the following:*

Essential duties and responsibilities

Maintain cleanliness of county buildings; sanitize toilets: wash and disinfect basins and walls; replenish supplies; dust furniture in offices; vacuum floors, empty trash containers and dispose of trash; wipe down doors and door handles; clean and disinfect mirrors, baseboards, water fountains and countertops:

- _____ Courthouse
- _____ Agriculture Building
- _____ Colorado County Services Facility
- _____ JP 2 (Weimar); JP 3 (Columbus); and JP 4 (Eagle Lake)
- _____ Courthouse Annex
- _____ County Airport.

Assist the maintenance person with moving heavy objects.

Compliance with applicable standards and specifications.

Ensure the adherence to safe work practices and procedures.

Ensure the security of county buildings.

Move furniture, boxes and related materials when necessary; set up tables and chairs for various events.

Perform other duties as assigned.

Other important duties and responsibilities

Transport trash to dumpster.

Assist with carrying, lifting, or moving items when required.

Sweep staircases and wipe rails.

QUALIFICATIONS

Knowledge of:

Proper usage of cleansers and supplies.

Housekeeping principles.

Courthouse schedules.

Safe work practices.

Ability to:

Sweep and mop floors.

Properly use cleaning chemicals and supplies.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- _____ *walking or standing for extended periods of time*
- _____ *operating assigned equipment*
- _____ *sweeping and mopping floors*
- _____ *lifting and carrying heavy materials*
- _____ *moving furniture and boxes*
- _____ *climbing on ladders.*

Effectively handle a work environment and conditions which involve:

- _____ *exposure to noise, dust and dirt*
- _____ *traveling from site to site*
- _____ *use of various chemicals and cleaning compounds*
- _____ *working closely with others.*

Effectively deal with personal danger which may include exposure to:

- _____ *hazardous chemicals and materials*
- _____ *confined or high work places.*

Maintain effective audio-visual discrimination and perception needed for:

- _____ *making observations*
- _____ *reading and writing*
- _____ *operating assigned equipment.*

Maintain mental capacity which allows for effective interaction and communication with others.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities in qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some general maintenance experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions:

Indoor/field environment; traveling from site to site; exposure to noise, dirt and dust, use of various chemicals and cleaning compounds; may be exposed to hazardous chemicals and materials and confined or high work places.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for walking or standing for prolonged periods of time; lifting and carrying heavy materials; moving furniture and boxes; climbing on ladders.