



Lake County Facilities Worker

| BAND | GRADE | SUBGRADE | FLSA STATUS |
|------|-------|----------|-------------|
| A | 1 | 2 | Non-Exempt |

NATURE OF WORK

The first level of the Facilities Services Series is responsible for providing cleaning and grounds keeping services for County facilities by following established standards and procedures. Responsibilities may include cleaning and sanitizing floors, walls, ceilings, and furniture; cleaning bathrooms and elevators; recycling; maintaining custodial supplies; performing minor maintenance and repair; as well as maintaining other parts of the buildings and grounds.

| TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.) | | FREQUENCY | BAND/ GRADE |
|--|--|---------------|----------------|
| 1. | Performs a variety of custodial maintenance duties including; replenishing paper supplies, towels, and soap; dusting; mopping, sweeping, and vacuuming floors; emptying trash; and/or performing related activities. | Daily 30% | A1 |
| 2. | Performs a variety of custodial sanitizing duties which includes: cleaning and disinfecting floors, windows, sinks, counters, shower areas, toilets, water fountains and other fixtures and performing related activities. | Daily 30% | A1 |
| 3. | Maintains grounds including lawn care and snow removal. | Weekly 15% | A1 |
| 4. | Monitors available inventory and notifies appropriate individual(s) when stock levels reach specified levels. | Daily 10% | A1 |
| 5. | Lock buildings and unlock when requested. | Daily 5% | A1 |
| 6. | Performs a variety of minor construction and equipment maintenance activities. | Daily 10% | A1 |
| 7. | Performs other duties of a similar nature or level. | As Required | N/B |

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Responsibilities in this classification are typically procedure based with defined goals and processes or methods, but have the latitude to determine the speed or order of steps used to complete assignments.

DIRECTION RECEIVED

Incumbents perform tasks following defined procedures and standards, the specific steps of most routine tasks are defined.



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DIRECTION PROVIDED

Incumbents troubleshoot problems and issues commensurate with relevant experience.

TRAINING AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D.; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:
Valid driver's license

KNOWLEDGE REQUIREMENTS

- Basic cleaning techniques;
- Applicable equipment and tools;
- Applicable cleaning chemicals;
- Safe work practices.

SKILL REQUIREMENTS

- Cleaning and sanitizing facilities and equipment;
- Handling and applying applicable cleaning chemicals;
- Using applicable tools and equipment;
- Monitoring and replenishing inventory;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

CLASSIFICATION HISTORY

| DATE | COMMENT |
|------------|----------------------------|
| July, 2017 | Draft prepared by GBS (GM) |

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.