

PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government

POST DATES: 01/11/2017 to Until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Custodial Maintenance Worker (2)		
JOB CLASS (GRADE): 1-1	HOURLY RATE: \$11.23	
LOCATION: Rec. (Rosa Jackson & Frank Johnson)	WORK HOURS: Varies	
DEPT. HEAD: Reginald Moore	WORK WEEK: Varies	

REPLACEMENT NEW REQUIREMENT

JOB SUMMARY:

The Custodial Maintenance Worker is responsible manual work of a physically demanding nature, involving the maintenance, cleaning, and repairs of recreational facilities and premises.

QUALIFICATION REQUIREMENTS:

To perform entry level custodial work involving a variety of manual tasks in the cleaning and general upkeep of recreation buildings and premises.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- To perform general cleaning of rooms, offices, kitchens, gymnasium, lockers, auditorium and all related areas.
- Uses a variety of cleaning equipment and materials to sweep and mop floors; vacuum, shampoo and spot clean carpets; strip, polish and wax floors; dust and polish furniture, woodwork and equipment.
- Cleans and sanitizes restroom facilities and related fixtures including drinking fountains refrigerated water coolers, custodial mop sinks, restroom sinks, mirrors, urinals, and toilets.
- Collects and disposes of refuse and recyclable materials; may pick up litter from grounds surrounding buildings.
- Replenished disposable supplies such as toilet tissue, soap, paper towels.
- Cleans up after accidents and illnesses.
- Maintains cleaning tools, equipment, and materials in proper condition; stores supplies and equipment after use.
- Checks heating, ventilating and electrical systems for proper operation; reports and inoperative systems.
- Washes windows and walls, cleans and washes down walkways, drive ways and surrounding grounds.
- Ensures proper security and alarm procedures are followed when entering or leaving facility; maintains security of buildings by ensuring that doors and windows are locked.

- Prepares facilities for event use; moves, arranges, sets up and takes down chairs, tables and equipment.
- Assembles and disassembles furniture and equipment.
- Operates a vehicle; such as a pickup truck or van.
- Transports supplies, materials, furniture and equipment for delivery.
- Follows safety work procedures; ensures proper safety precautions, regulations and industrial hygiene practices are observed.
- Identifies and reports hazardous conditions, items in need of repair, and building maintenance needs in assigned buildings and facilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Custodial Maintenance Worker must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the procedures, equipment and materials used in custodial work.
- Knowledge of the proper use, care and storage of custodial equipment and materials.
- Knowledge of appropriate safety precautions and procedures.
- Skill in the application of custodial materials and chemicals, the operation of custodial equipment and in the use of building maintenance tools and equipment.
- Ability to learn and effectively apply department practices associated with the work.
- Ability to operate and make minor repairs and adjustments to assigned equipment.
- Ability to understand and follow simple written and oral instructions.
- Ability to read and understand cleaning product labels, drawings and schematics used to move furniture and equipment.
- Ability to perform calculations necessary to mix and apply cleaning products in proper application.
- Ability to work cooperatively and effectively with those encountered in the work place.
- Ability to work under time constraints to meet deadlines in setting up equipment and furniture.
- Ability to observe and report need for repairs.
- Ability to maintain simple records.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Custodial Maintenance Worker should possess, at a minimum, a high school diploma or an equivalent, with at least five years of experience in maintenance; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator’s License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None

TRAVEL:

The Custodial Maintenance Worker may be required to travel on occasion.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

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 sometimes required to lift office equipment or files. Employee must be able to bend, stoop, and lift and move objects weighing up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily indoors working in an office setting.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER