

MARQUETTE COUNTY

SERVICE WORKER

General Summary

Under the supervision of the Facilities Manager, performs a variety of custodial and grounds maintenance tasks and assists with furniture moving, internal mail processing, and assists Facility Mechanics by performing general labor tasks.

Essential Functions

1. Opens and secures buildings or portions of buildings according to scheduled times of use. Serves as watchperson during the completion of cleaning tasks during non business hours. Monitors building conformance to operating standards and may raise and lower flag.
2. Empties wastebaskets and removes other debris from offices. Cleans baskets and changes liners. Removes trash from building and empties paper recycling boxes.
3. Cleans and disinfects sinks, toilets and other fixtures. Cleans and polishes drinking fountains and mirrors. Stocks restroom with towels, tissue, and soap.
4. Dusts and polishes furniture, baseboards, file cabinets, window ledges, and other fixtures. Cleans walls in offices, hallways, and restrooms. Washes windows, both inside and outside.
5. Vacuums/shampoos offices and halls. Mops, strips, and waxes floors. Operates buffers to clean and polish floors.
6. Paints office interiors, replaces light bulbs, sorts paper for shredding/recycling, delivers paper to copying machines and fills copy machines, and fills vending machines.
7. Posts and delivers mail, parcels, and supplies to service locations.
8. Cleans walkways and grounds in season, sweeping, mowing, raking, shoveling, removing ice and applying salt, and weeding flower beds and lawns. Performs ground maintenance tasks such as planting and pruning shrubs and trees, planting flowers, and seeding grass.
9. Operates snow blowers, hedge trimmers, hand tools, vacuum, cleaning chemicals, scrubbers, mops, and so forth. Utilizes safety equipment.
10. Maintains security standards of assigned buildings, accepting or rejecting after hour visitors and initiating emergency services after hours such as fire and law enforcement as needed.
11. Assembles furniture and equipment. Receives incoming supplies, checking quantities against orders. Picks up and delivers supplies and materials to various county worksites using fleet vehicle.
12. As assigned by the Facility Manager, acts as a laborer on construction/repair projects of the County.

Other Functions

13. None listed.

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This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school diploma or equivalent.

Experience: Prefer some prior housekeeping/custodial experience.

Other Requirements: Valid Michigan driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements [*This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.*]

Climbing ladders in order to replace light bulbs and clean walls and windows.

Ability to lift, push and pull office furniture and equipment.

Ability to lift and carry bags of trash weighing up to 30 lbs. May require moving boxes of supplies weighing up to 50 lbs.

Ability to operate steam cleaner, vacuum, and buffer.

Ability to reach and clean all areas of buildings and fixtures.

Walking throughout all areas of various County buildings.

Bending, stooping and crouching in order to clean various fixtures

Working Conditions:

Works in cramped positions to perform some cleaning tasks.

Exposure to various chemical cleaning products.

Works in restrooms and all other areas of buildings.

Works outside in varying weather conditions.

Exposure to environmental allergens such as grass, weeds and pollens.

Exposed to various bodily fluid in the course of cleaning tasks.

Picks up hazardous materials and boxes for transport.