



## UNION COUNTY BOARD OF COMMISSIONERS

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### NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

**POSITION:** Custodian/Facilities Maintenance Worker I

**OPENING DATE:** April 2, 2018

**CLOSING DATE:** April 13, 2018

**SALARY:** Range 11 (\$2627 - \$3399/month) with benefits

**FTE:** 1.0 FTE (40 hours per week)

Performs general custodial work including sweeping, mopping and waxing floors, vacuuming, emptying waste containers, emptying recycling containers, washing windows, and woodwork, cleaning restrooms and replenishing supplies; inventories and orders all necessary supplies; light maintenance tasks such as replacing light bulbs, unclogging stopped drains and pipes, adjusting shower and sink pressure, replacing washers, and replacing furnace filters; lawn maintenance; snow removal; and related work as required. Applicants should have considerable knowledge of cleaning methods, procedures and materials, inventory control, safety practices and precautions in performing responsibilities. Two years' experience in industrial cleaning with training in cleaning products is preferred. Possession or ability to acquire a valid Oregon Driver's license. Those employed in this position are subject to a background investigation including criminal background investigation. Must pass Criminal Justice Information Systems (CJIS) security clearance.

See job description for additional list of job functions and requirements.

**APPLY:** Union County Administrative Office  
1106 K Avenue  
La Grande, OR 97850

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

## UNION COUNTY

### Job Description

JOB TITLE: Custodian/Facilities Maintenance Worker I    DEPARTMENT: Facilities

APPROVED BY: Administrative Officer

DATE: April 2, 2018

PURPOSE OF POSITION The Custodian/Facilities Maintenance Worker I performs general custodial duties, inventories and orders all necessary supplies; light maintenance tasks; and does related work as required. This position is distinguished from the Facilities Maintenance Worker II position in that only limited maintenance duties are assigned. Work is performed under the supervision of the Lead Facilities Maintenance Worker who makes work assignments and reviews work for completion and adherence to established standards.

ESSENTIAL JOB FUNCTIONS: The primary duties and responsibilities include, but are not limited to, the following:

1. Performs general custodial work including sweeping, mopping and waxing floors, vacuuming, emptying waste containers, emptying recycling containers, washing windows, and woodwork, cleaning restrooms and replenishing supplies. Delivers cases of paper to offices.
2. Maintains lawns, sidewalks and grounds surrounding County buildings, including mowing, trimming, and weeding.
3. Moves furniture, equipment, and supplies as requested.
4. Performs light maintenance work such as replacing light bulbs, unclogging stopped drains and pipes, adjusting shower and sink pressure, replacing washers, and replacing furnace filters.
5. Supervises inmate workers in the performance of custodial and maintenance tasks as directed by the Lead Facilities Maintenance Worker.
6. Responds to calls from Departments as relayed through Lead Facilities Maintenance Workers or Administrative Office.
7. Removes snow and ice from sidewalks and parking lots.
8. Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: The auxiliary job functions would be such duties as serving on the Safety Committee, planting and watering flower beds, painting, carpet shampooing, and other duties as assigned.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THE JOB.**

JOB QUALIFICATION REQUIREMENTS: Considerable knowledge of cleaning methods, procedures and materials, inventory control, safety practices and precautions in performing responsibilities.

MANDATORY REQUIREMENTS: Those employed in this position are subject to a background investigation including criminal background investigation. Must pass Criminal Justice Information Systems (CJIS) security clearance.

DESIRABLE REQUIREMENTS: Two years' experience in industrial cleaning with training in cleaning products.

SPECIAL REQUIREMENTS/LICENSES: Possession or ability to acquire a valid Oregon Driver's license.

PHYSICAL DEMANDS OF POSITION: Must be able to lift at least 50 pounds. Must be able to climb four flights of stairs.

WORK CONDITIONS: This position requires squatting, lifting, bending, pushing, pulling, scrubbing, climbing, balancing, kneeling/crouching, reaching and handling.

WORK ENVIRONMENT: Most essential functions of this position are performed inside county buildings including the law enforcement facility and jail. Lawn maintenance and snow removal are performed outdoors on the county campus.

SUPERVISORY RESPONSIBILITIES: May supervise inmate workers.

SUPERVISION RECEIVED: Supervised by the Lead Facilities Maintenance Worker.