

GRADE: 6
DIVISION: FACILITIES MANAGEMENT – Building and Grounds Maintenance

POSITION SUMMARY:

Primarily responsible for cleaning and minor maintenance at all Health Department sites as needed and required.

PRINCIPAL DUTIES/RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS:

1. Performs sweeping, mopping, stripping, waxing and vacuuming duties on building floors.
2. Performs general preventative maintenance and corrective repair of the building to maintain attractive and safe buildings and grounds.
3. Maintains cleanliness of lavatories, examination rooms and washrooms.
4. Maintains and refills paper towel and soap dispensers in washrooms, examination rooms and other lavatory areas.
5. Monitors and maintains cleanliness of buildings and grounds, utilizing proper safety procedures to handle and dispose of potentially hazardous chemical and biological materials and wastes.
6. Assists in moving equipment and furniture as requested.
7. Maintains lighting/air conditioning filters, ceiling vents, etc.
8. When necessary, assists with snow and ice removal.
9. Completes required training in support of duties and responsibilities of this position.
10. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

Education: High school diploma or equivalent required.

Experience: One or more years of experience in janitorial or related work required. Previous experience maintaining floors (stripping, waxing, etc.) preferred.

Licenses: Must possess a valid Oklahoma driver's license.

KNOWLEDGE AND SKILLS

- Knowledge of what constitutes hazardous chemical and biological materials and wastes and safety procedures needed to safely handle such materials.
- Must possess the ability to drive at night.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Internal contact with all personnel regarding maintenance requests and shipments.

WORKING CONDITIONS: See page 3.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision: None.

Indirect Supervision: None.

Budget/Money/Material: Responsible for assigned equipment.

Reports to: Sr. Maintenance Technician

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform work-related travel and operate a vehicle in all types of conditions.
- Occasional overtime may be required.

FLSA Status: *Non-Exempt*

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- **Climbing:** Ability to ascend and descend stairs, ladders and other equipment as necessary utilizing legs, hands and arms.
- **Balancing:** Capable of movement from one place to the other and maintenance of body equilibrium.
- **Stooping, Kneeling, Crouching, Crawling:** Ability to bend spine at waist, bend legs at the knees, move on hands, knees and feet.
- **Reaching:** Ability to extend one or both arms up and out.
- **Standing:** Ability to stand for extended periods of time.
- **Walking:** Ability to move on foot for an extended period of time.
- **Pushing/Pulling:** Ability to use arms and/or hands to move objects to and from the body.
- **Lifting:** Ability to occasionally move/transfer objects up to 50 pounds
- **Visual acuity:** Ability to perform activities that require close visual acuity. Must also have the visual acuity to operate motor vehicles and/or heavy equipment.
- **Working conditions:** Frequent exposure to dirty working conditions, chemical vapors, noise and waste materials that may be hazardous to health if not properly handled. Exposure to occasional undesirable weather conditions. Environmental conditions will fluctuate as this position has activities that occur inside and outside. Individual will also be subject to noise, hazards such as exposure to chemicals and moving vehicles, and atmospheric conditions such as fumes, odors, etc.