

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Transit	CLASSIFICATION:	
SUPERVISOR:	Transit Director	SALARY RANGE:	
UNION (Y/N):	Yes	LOCAL:	

GENERAL STATEMENT OF DUTIES: Provide routine and regular cleaning and light maintenance of assigned County buildings, vehicles and grounds. Do other related work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Perform general janitorial work, including cleaning and sanitizing restroom facilities and fixtures, sweeping, vacuuming, mopping, waxing, stripping, and polishing floors and carpets, dusting and polishing furniture, woodwork, fixtures, and equipment, washing windows, mirrors, and walls and cleaning and sanitizing furniture, counter tops and other high touch areas. Empty, clean, and sanitize waste and recycle bins.

Wash Transit vehicle exteriors and clean and sanitize vehicle interiors.

Drive and park Transit vehicles around confined parking and wash bay areas.

Receive work orders for janitorial requests from supervisor. Establish priorities and schedule work allowing for unscheduled projects which may occur.

Clean sidewalks and entrance ways into assigned buildings. Walk grounds to collect litter and debris.

Make minor non-technical repairs such as replacing light bulbs.

Report needed janitorial supplies to the supervisor. Stock and/or deliver supplies to appropriate stations.

Perform work activities with as little disruption to department operations as possible.

Work with Transit Dispatchers and Mechanic to prioritize the order of work to include vehicle washing and cleaning.

Recommend and implement policies, procedures and work standards and practices for more efficient departmental operation.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Observe, report and correct any safety or building code violations.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the direction of the Transit Director who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduate or equivalent. Prior experience in janitorial work helpful. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

SPECIAL NECESSARY QUALIFICATIONS: Possession of an appropriate driver's license and must be insurable under the County's liability coverage.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of standard cleaning methods and equipment used in custodial work. Knowledge of and skill in the use of safety equipment and practices related to the work, including the handling of hazardous chemicals. Knowledge of basic recordkeeping principles and procedures. Familiarity with the basic use and operation of personal computers and business software.

Ability to learn and perform non-technical tasks. Ability to operate a variety of equipment in an effective and safe manner. Ability to communicate effectively in written and verbal format. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks.

Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

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 frequently required to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee is frequently required to climb or balance. The employee must regularly lift and move objects up to 50 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.

Work is performed both inside and outside environment and encounters a variety of job conditions, including adverse weather and occasional hazardous situations and conditions.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***