

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Maintenance Assistant II	A	1	2	Non-Exempt
POSITION TITLE: Custodian		POSITION#: 500919		
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised (Check one)		Date:		
SERVICE TYPE:		AFSCME		
Employee Name:		Department:	Public Works-Facilities	Supervisor:
FTE: 1.0	Employment Status: Regular Full Time			

Position Summary:

The job of the Maintenance & Operations Assistant II was established for the purpose of providing custodial, maintenance and light landscaping services at assigned site(s); ensuring a professional, sanitary and safe environment for Benton County facilities and performing a variety of maintenance, specialized cleaning and basic landscaping operations.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Disinfection and Sanitation Essential Duties: <ul style="list-style-type: none"> Mop and disinfect restrooms, common areas, and janitorial areas. Mop and disinfect clinical environments such as; exam rooms, immunization rooms and all non-carpeted flooring in compliance with blood borne pathogen regulations and proper handling of contaminated materials. Restock all paper and soap products in restrooms, break rooms, exam rooms, etc. 	60%
2	MFA: Trash Removal, Recycling and General Cleaning Essential Duties: <ul style="list-style-type: none"> Removal all trash, assist in removing recycling materials, replace liners as required. Dusting all surfaces, cleaning drapes, venetian blinds, and washing light lenses. 	
3	MFA: Hard Surface and Carpet Care Essential Duties: <ul style="list-style-type: none"> Routine cleaning and vacuuming of high traffic areas including hallways, entries and stairways. Includes washing of entry mats and stairways and spot cleaning and treating carpets. Spot cleaning hard surfaces as needed. 	
4	MFA: Light Building Maintenance Essential Duties: <ul style="list-style-type: none"> Responsible for routine building maintenance functions such as replacing lamps, lubricating equipment, and assisting with other maintenance tasks. Provide light landscaping services as required. 	20%

5	MFA: Chemical Handling and Supplies Inventory Essential Duties: <ul style="list-style-type: none"> • Mixing chemicals for proper application to assure adequate disinfections against blood borne pathogens and other contaminants. • Adheres to Safety Data Sheets (SDS) information for cleaning and maintenance chemicals in accordance with manufacturers' use of the chemicals. • Monitor, coordinate, and assist in the inventory and purchase ordering of all supplies associated with the custodial work, this includes paper products, chemicals, cleaning supplies and equipment as required. 	10%
6	MFA: Coordination and Communication Essential Duties: <ul style="list-style-type: none"> • Coordinate and communicate daily routine work with building clients and co-workers. • Respond to client requests and flex routine tasks as needed to meet unexpected building demands or extra work. • Monitor and identify minor maintenance work and communicate this work to the appropriate Building Maintenance Technician for repair. • This position may assign work, train and oversee work of extra hire custodial employees. 	10%
		100%

Special Requirements related to essential functions.

Possession of a valid driver's license with a good driving record.
 Have current Hepatitis series vaccinations or be willing to receive series upon hire.
 Have training on blood borne pathogens.
 Applicant must submit to and pass a criminal background check.
 Ability to safely operate and maintain common maintenance and custodial equipment.

Physical Requirements:

Position requires continuous and repetitive activities of reaching, bending, walking, standing, and must be able to talk, hear, and see in order to complete these duties. Work includes constantly lifting, carrying, pulling, or pushing over 40 lbs. and occasionally requires pushing, pulling and carrying up to 75 lbs. The position requires the ability to carry and climb ladders and negotiate stair cases.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.