



RUSK COUNTY JOB POSITION/DESCRIPTION

POSTION: Maintenance/Housekeeping

Score: 327.5

General Summary:

This position as part of a team is responsible for the general cleaning and maintenance of the Government Center and all other county properties.

Reports to: Buildings and Grounds Administrator

I. SKILL

Knowledge: (Level 1)

Requires the ability to understand follow standard practices and instructions, keep routine records and use a computer terminal.

Equivalent to a high school diploma.

- -Has Knowledge of Waxing and Striping Floors
- -Has Knowledge of Carpet Care
- -Has Good Aptitude of Building Cleanliness.
- -Has Knowledge of Carpentry
- -Has knowledge of H.V.A.C
- -Has knowledge of Blue Print Reading
- -Has knowledge of Commercial Lawn Care Equipment and Snow Removal Equipment

Experience: (Level 2)

Up to one year experience.

II. RESPONSIBILITY

Supervision: (Level 1)

Individual Contributor – Responsible primarily for own work assignments. May provide training or assistance to others.

Administrative: (Level 1)

Administrative responsibilities are uncomplicated and routine. Position involves some functional responsibility, generally limited to providing occasional functional advice.

Customer Relations: (Level 1)

The position involves minimal contact with the public or with others outside of their assigned work group. Interactions are generally limited to routine departmental issues, and the focus is mainly on tasks.

Government Relations: (Level 1)

Minimally involved with government relations. Applies understanding of governmental rules, regulations and guidelines in performance of their job duties.

Safety of Others: (Level 2)

Responsible for the safety of others on the job. Requires oversight of work groups and or public served where there is a moderate exposure to physical hazards or threats. Requires routine training for common work place or public safety concerns.

Complexity of Duties: (Level 1)

Duties are routine. Requires the ability to understand and follow instructions. Assignments are largely repetitive or standardized work.

- Clean Bathrooms, Hallways, Windows, Vents, and ETC.
- Strip and Wax Floors, Vacuum Carpets and Shampoo Carpets
- Be Able To Do Painting And Varnishing
- To Be Able To Do Carpentry
- Understanding of Basic Electrical And Plumbing

III. WORKING CONDITIONS

Environmental: (Level 3)

Significant and frequent exposure to uncomfortable physical conditions. Requires use of extensive or specialized clothing and or personal protective equipment.

- Be able to work in temperature in excess of 100 degrees and -25 degrees below zero

Physical Demand: (Level 3)

The job entails significant physical demands typically found in heavy industry or construction work, and with significant exposure to workplace hazards. Very frequent lifting, moving, bending, twisting, etc. required.

- Walking 75% or 5 hours per shift or more when mowing grass.
- Climbing 75% or 5 hours per shift or more using legs and arms for support going up or down ladders or stairs
- Kneeling 25% or 2 hours per shift when pulling weeds or painting
- Bending/twisting of the neck back or torso in order to reach lift or tending to the lawn mower about 50% or 4 hours per shift or more
- Reaching/extending the hands or arms in any direction in order to push, pull or grasp an object or control 75% or 5 hours per shift or more
- Sitting 80% or 6 hours per shift or when mowing grass or plowing snow