



Public Works Custodian-Facilities

Greenlee County

JOB SUMMARY

A Greenlee County Public Works Facility Custodian is responsible for maintaining cleanliness, orderliness, and the safety of a building and surrounding areas. They perform a range of cleaning and maintenance duties throughout the county to assure a hygienic and orderly environment for the building's occupants and visitors.

ESSENTIAL JOB FUNCTIONS

- Cleaning and Sanitizing.
- Sweeping, mopping, scrubbing, and vacuuming.
- Dusting and polishing furniture, fixtures, and other surfaces.
- Cleaning and disinfecting all restrooms, including sinks, toilets, urinals, mirrors, and restocking bathroom supplies.
- Cleaning building windows and walls.
- Monitoring entrances and exits: Locking and unlocking doors as needed.
- Follow safety policies and procedures, including safe storage practices and the proper use of cleaning chemicals.
- Set up and take down furniture for special events and meetings.
- Maintain all the inventory of cleaning supplies and submit order forms for new supplies as needed.
- Assist with loading and unloading supplies.

MINIMUM QUALIFICATIONS

- High school diploma or GED preferred
- Valid Arizona Driver's License
- Any professional custodial work (or similar role) is a plus.
- Knowledge of standard cleaning practices and procedures.
- Ability to use and maintain custodial equipment (example: vacuum cleaners, cleaning products).
- Knowledge of safety protocols and policies (example: safe handling and disposing of cleaning chemicals and any other hazardous items).

KNOWLEDGE, SKILLS, ABILITIES

- Attention to detail: Observing and addressing any cleaning needs and/or potential maintenance issues.
- Physical stamina: Ability to perform physically demanding tasks for long periods of time.
- Problem solving: Addressing issues such as blocked drains and/or broken locks.
- Communication: Notifying the proper employee of any problems that arise and interacting with other staff and building occupants.
- Initiative and Self Sufficiency: Capability to prioritize and finish tasks with minimal supervision.

PHYSICAL REQUIREMENTS:

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to complete custodial duties.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in a normal range of conversation or in a group.

- Sufficient persona mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly to gain access to hard-to-reach places, sit or stand for long periods of time, lift at least 50 pounds.