

POSITION: Custodian

Posting # 8000-0119sr

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: Custodian

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REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING GRADE: 500 A: \$13.66 – G: \$15.71 per hour / \$1,092.80 - \$1,256.80 Bi Weekly

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: January 4, 2019

CLOSING DATE: Open until filled

***All applications received by January 18, 2019** will be screened by the HR Office.

Those applicants meeting the specified qualifications will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under the general direction of a Maintenance Supervisor or Custodial Services Coordinator, performs skilled and semi-skilled tasks in custodial care of County facilities. This is the primary classification level responsible for custodial services.

DUTIES INCLUDE:

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

1. Monitor and coordinate custodial activities with assigned trustees, seasonal employees, and/or inmate workers.
2. Clean up body fluid and bio-hazard spills.
3. Perform cleaning, care, and maintenance of floor surfaces.
4. Clean restrooms, windows, walls, offices, dusts furniture, and clean other building areas as needed.
5. Remove refuse, trash, and items for recycling from buildings.
6. Monitor security of office spaces and buildings.
7. Transport equipment and materials between job sites.
8. Mix cleaning and disinfecting chemicals for use in custodial activities.
9. Unlock rooms and prepare facilities for scheduled meetings and events.
10. Set up and take down tables, chairs, and equipment for scheduled meetings and events.
11. Direct the use of County-supplied cleaning items and equipment.
12. Inspect facilities for cleanliness and damage after events have concluded.
13. Respond to emergency situations on an on-call basis when assigned.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of custodial principles, practices, and safety procedures

Knowledge of body fluid and bio-hazard cleanup procedures

Skilled in reading, writing, and math

Ability to maintain cooperative relationships with those contacted in the course of work activities
Ability to safely operate cleaning equipment
Ability to follow instructions

REQUIREMENTS FOR EMPLOYMENT:

Required Education and Experience

1. High school diploma or equivalent
2. And one (1) year custodial work experience in an industrial or public sector setting

Additional Eligibility Qualifications

1. Selected applicants are required to successfully complete training in the cleanup of bio-hazards during the probationary period for new hires or during the trial period for promoted County employees
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 day so employment
3. Selected applicants may be required to complete and pass a comprehensive background check
4. Selected applicants must obtain forklift certification during the probationary or trial period

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.