

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: CUSTODIAL SERVICES COORDINATOR - Public Works Posting# 8004-0715jhm

STARTING SALARY: Step 20, \$14.44 per hour, \$1,155 Bi-weekly plus benefits package
Step increase available after completing probation and annually thereafter.

OPENING DATE: June 26, 2015

CLOSING DATE: July 10, 2015

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 general direction, coordinates the custodial care of County facilities.

DUTIES INCLUDE: Monitors and coordinates custodial activities of assigned employees and inmate workers. Coordinates with cleaning contractors regarding the service given to office facilities. Inspects buildings on a monthly basis. Assists in the care and maintenance of floor surfaces. Performs all emergency cleanup during day hours. Checks all electrical, maintenance, and phone rooms for cleanliness. Reports maintenance and safety problems. Assists maintenance crew in other areas as needed. Transports equipment to and from job sites. Orders materials and supplies. Schedules cleaning routines. Assists in clean up of areas under repair. Unlocks rooms and prepares facilities for scheduled meetings and events including set up and take down of tables, chairs, and equipment. Inspects facilities for cleanliness and damage after events have concluded. Directs the use of County-supplied cleaning items and equipment. Cleans up body fluid and bio-hazard spills. Responds to emergency situations on an on-call basis when assigned.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge: custodial principles, practices, and safety procedures, body fluid and bio-hazard cleanup procedures.

Skill: reading, writing, and math. Decision making.

Ability: maintain cooperative relationships with those contacted in the course of work activities, schedule custodial routines and order materials and equipment.

REQUIREMENTS FOR EMPLOYMENT: Equivalent to a high school diploma; and three (3) years work experience providing lead custodial support in an industrial or public sector setting. Selected applicants may be subject to, and must pass, a full background check

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

LICENSURE/CERTIFICATIONS: Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

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 Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.