

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CUSTODIAL SERVICES COORDINATOR
CLASS CODE: 8004

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: LEAD

EFFECTIVE DATE: 6/17/2015 (REVISED 04/11/2006 VERSION)
DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Under general direction, coordinates the custodial care of County facilities.

CLASS CHARACTERISTICS

This is the primary custodial contract coordinator classification level.

ESSENTIAL FUNCTIONS

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Custodial principles, practices, and safety procedures.

Body fluid and bio-hazard cleanup procedures.

Skill in:

Reading, writing, and math.

Decision making.

Ability to:

Maintain cooperative relationships with those contacted in the course of work activities.

Schedule custodial routines and order materials and equipment.

PHYSICAL DEMANDS

Regularly: Walk, stand, or stoop.

Drive a motor vehicle.

Occasionally: Lift or otherwise move objects weighing up to 80 pounds.

Ascend or descend ladders, scaffolding, ramps, poles.

Use tools or equipment that require a high degree of dexterity; and.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled rooms and in partially environmentally controlled rooms.

Work is performed in a very noisy place. Work exposes incumbent to conditions such as fumes, noxious odors, and dusts. Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work exposes incumbent to hazardous chemicals. Work exposes incumbent to hazards in the cleanup of body fluids and other biological hazards. Work requires the use of protective devices such as masks, goggles, or gloves. Work may expose incumbent to potentially hostile environments. Work may be performed on a varying schedule to accommodate department and event schedules.

EDUCATION AND EXPERIENCE

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.

LICENSING AND CERTIFICATION

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

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.