

Date Posted: 2/12/18

Applications accepted until: 2/26/18

**Elbert County is an Equal Opportunity Employer**

If interested, please submit application and resume to:

Elbert County Human Resources Department

215 Comanche St., PO Box 7, Kiowa, Colorado 80117

Or email: [dianna.hiatt@elbertcounty-co.gov](mailto:dianna.hiatt@elbertcounty-co.gov)

For more information, please call 303-621-3150



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## Facilities Janitor (Part-time)

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Department: Facilities

Salary: \$14/hour 15 hours/week

Approved: February 2018

FLSA: Non-Exempt

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### DEFINITION/SCOPE OF WORK

This is semi-skilled work performing a variety of general building janitorial tasks.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*(The following examples are illustrative only and are not intended to be all inclusive.)*

- Performs cleaning duties in all Elbert County facilities including offices, halls, conference rooms, restrooms and fairgrounds; sweeps, mops, vacuums offices and meeting rooms; cleans and sanitizes restrooms and water fountains, collects and disposes of trash; replenishes supplies; unstops sinks and toilets and reports the need for repairs to maintenance staff; dusts and polishes woodwork and furniture; washes walls, ceilings, windows, window coverings, sills, woodwork and doors;
- Works occasional nights and weekends as fairgrounds scheduling deems appropriate;
- Supervision may be minimal due to specific procedures on standardized, routine and repetitive assignments; work may be reviewed at completion for quality and completeness;
- Performs work duties independently and within prescribed procedures;
- Work involves daily contact with other County employees and the public;
- Assists with snow and ice removal adjacent to buildings;
- Performs other duties as assigned.

### EDUCATION AND ABILITIES

- Generally a high school diploma or GED and general janitorial experience;
- General knowledge of safety standards and practices;
- Ability to follow oral and written instructions;
- Ability to establish and maintain effective working relationship with County employees and the public;
- Use of the computer for electronic communication may be requested;
- Ability to apply common sense understanding to carry out instructions;
- Ability to operate mechanized cleaning equipment;
- Valid State of Colorado driver's license with acceptable motor vehicle record;
- Must receive acceptable background check;
- This is a safety sensitive position that is subject to random drug testing.

**WORKING CONDITIONS**

Work is generally scheduled Monday through Friday although may involve on-call duty requiring working some weekends and holidays. Travel by vehicle is required to reach work sites. Incumbent is exposed to the following environmental factors: work in or near fumes or airborne particles; toxic or caustic chemicals and vibration; must regularly lift and/or move up to 50 pounds and be able to perform physical labor up to nine hours a day (squatting, bending, working from a kneeling position) and operating mechanized cleaning equipment.

Physical Activities:

Grade Scale: Frequently/Occasionally/Never

Driving:	Frequently
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Frequently
Kneeling:	Frequently
Crawling:	Occasionally
Climbing Stairs:	Frequently
Climbing Ladders:	Occasionally
Reaching at Shoulder Level:	Frequently
Reaching Below Shoulder Level:	Frequently
Reaching Above Shoulder Level:	Frequently
Standing/Walking:	Frequently
Lifting:	1 lb Minimum/50 lbs Maximum
Carrying:	1 lb Minimum/50 lbs Maximum
Push/Pull:	1 lb Minimum/50 lbs Maximum