# Building Maintenance II

**Grade: 3**

**FLSA: Non-Exempt**

**Date: 3/20**

**Job Summary:** Responsible for the day to day cleanliness of County Facilities and performs other duties as assigned. These positions will be split into two (2) different work schedules as follows: Monday thru Friday schedule 5:00 AM – 1:30 PM and Tuesday thru Saturday schedule 5:00 AM – 1:30 PM.

**Essential Functions:**

1. Commercial floor maintenance, including stripping and waxing of VCT tile floors, machine scrubbing ceramic tile and carpet shampooing;
2. Maintain and organize the inventory of janitorial supplies in the individual buildings and closets in an orderly and neat manner;
3. Report to the Janitor III custodian for daily duties and assignments;
4. Collects money from vending machines;
5. Follow instructions regarding the use and dilution of chemicals and supplies;
6. Shall assist with snow removal as necessary;
7. Responsible for:

* Janitorial services, including but not limited to, vacuuming, cleaning windows, walls and doors, dusting, collecting and disposing of garbage and recycling:
* Clean and sanitize restrooms using established practices and procedures;
* Inspect, maintain and restock all restroom dispensers in all County buildings;
* Lock and unlock assigned buildings, secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights in unoccupied areas;
* Maintain the janitor log books in all closets;
* Move furniture as necessary;

1. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to effectively communicate with other staff and members of the public;
3. Ability to prioritize tasks in order of importance and urgency;
4. Ability to operate a motor vehicle;
5. Ability to possess a valid Maryland driver’s license;
6. Basic math skills;
7. Basic math and language skills.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Three years or more related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work demands occasional strenuous effort. For example, handling moderately heavy tools, equipment, or materials of 30 to 60 pounds.

Work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines. Employees may be required to use protective gear such as boots and gloves; may require working in moderate outdoor weather.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee Signature Date