# Building Maintenance III

**Grade: 4**

**FLSA: Non-Exempt**

**Date: 3/20**

**Job Summary:** Oversees and coordinate the custodial operations for all county buildings that are serviced by in house staff and/or contractor staff. Insure that all buildings have sufficient supplies and restock as needed. Performs Quality Control inspections to insure all buildings are cleaned to specifications. Performs other duties as assigned.

**Essential Functions:**

1. Coordinates and oversees the contracted custodial services in County buildings;
2. Preferably a strong background in commercial floor maintenance, including stripping and waxing of VCT tile floors, machine scrubbing ceramic tile, and carpet shampooing.
3. Order and maintain the inventory of Janitorial supplies in the warehouse and in the individual buildings and closets in an organized manner.
4. Oversee and direct the in house building maintenance staff of their daily duties and requirements.
5. Inspect all contracted buildings at least once per week to insure contract compliance.
6. May:
* Provide janitorial services, including but not limited to, vacuuming, cleaning windows, walls and doors, dusting, collecting and disposing of garbage and recycling correctly;
* inspect, maintain, and restock all restroom dispensers in all County buildings;
* Maintain the Janitor Log Books in all closets;
* move furniture when necessary;
* operate a County vehicle;
* Help with the snow removal operations at all county buildings;
* 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. Five 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 of moderately heavy boxes, moderately heavy tools, equipment, or materials of 30 to 100 pounds.

Work may involve risks or discomforts which require special safety precautions, e.g., working around moving parts, constructions sites or machines. Employees may be required to use protective gear such as boots and gloves; ability to climb ladders, work in and around manholes and work on construction sites, may require working in adverse weather conditions.

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’s Signature Date