

## JOB DESCRIPTION

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| <b>JOB TITLE:</b>  | Janitor   |
| <b>DEPARTMENT:</b> | Boise County Community Justice                      |
| <b>LOCATION:</b>   | 420 Main Street, Idaho City, Idaho 83631            |
| <b>STATUS:</b>     | Seasonal, part-time (20 hours per week) no benefits |
| <b>REPORTS:</b>    | Position reports to Community Justice Administrator |

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### **BASIC FUNCTIONS:**

Travel between county owned buildings and perform routine interior and exterior cleaning and minor maintenance duties; monitor building security and safety and maintain cleaning supplies inventories.

### **ESSENTIAL FUNCTIONS:**

- **Interior cleaning** (e.g. clean up spills, collect and dispose of trash, clean floors by sweeping, mopping, steam cleaning and vacuuming carpets and rugs, wash windows and mirrors, dust furniture and fixtures, disinfect commonly used items like desks, door handles, office tools and phones, clean surfaces, and clean and restock restrooms);
- **Exterior cleaning** (e.g. clean boardwalks and outdoor furniture, empty exterior trash and ash cans, wash windows);
- **Minor maintenance duties** (e.g. change light bulbs, unclog toilets, replace filters in filtration systems, empty vacuums, clean or replace vacuum filters, monitor sump pump is working properly);
- **Monitor building security and safety** (e.g. ensure doors are locked after operating hours, check electrical appliance use to ensure hazards are not created, notify supervisors of maintenance needs or unsafe conditions, assist in examining premises for safety hazards);
- **Maintain cleaning supply inventories as directed** (e.g. update cleaning log sheets, monitor cleaning inventory and reorder supplies as needed, keep supply closets clean and organized).

### **REQUIRED ABILITIES:**

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to keep the premises clean and orderly.
- Ability to interact with staff while remaining professional, polite, and courteous.
- Maintain prompt and regular attendance.
- Pass a background check which includes reference, driving and criminal history checks.
- Is subject to random drug testing.
- Perform all job duties and makes sound and reasonable decisions in accordance with laws, ordinances, rules and regulations and policies and procedures.

- Work independently without a high degree of supervision, ability to stay on task with frequent interruptions or distractions, adjust priorities quickly as circumstances change, and perform a wide variety of duties and responsibilities with accuracy and in a timely manner.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect equipment and buildings to recognize hazards.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate office equipment, garden, hand and power tools.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to:
  - A. Move objects weighing up to 50 pounds;
  - B. Work in an office setting;
  - C. Work in an outdoor setting on uneven or rough terrain;
  - D. Occasionally ascend or descend a ladder;
  - E. Constantly move and use limbs;
  - F. Constantly operates office, garden, hand and power tools; and
  - G. Drive a county vehicle to various sites.

**WORK ENVIRONMENT:** Some work will be in an office environment, but some time will be spent performing daily job duties outdoors in weather conditions that can range from extreme cold to extreme heat. Travel may be required in the course of performing daily job duties. Incumbents will drive a vehicle as part of this position. Incumbents may be required to wear a uniform.

**NOTE AND DISCLAIMER:** The above statements are intended to describe the general nature of the job and is not an exhaustive list of all responsibilities, duties, and abilities required of the incumbent. The hiring pay range may be appropriately adjusted based upon employment experience.