

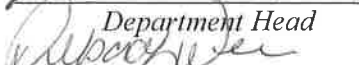
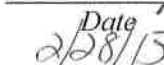


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Building Attendant	PAY GRADE: 02
DEPARTMENT: Facilities & Parks	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: Building Attendant Supervisor	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: AFSCME/BC	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPROVED:  Department Head	 Date
 Human Resources Director	 Date

I. PURPOSE SUMMARY. Provides cleaning and general maintenance of buildings, grounds, and facilities owned and leased by Doña Ana County.

II. ESSENTIAL DUTIES.

Locks and unlocks doors; sweeps and /or mops hallways, stairs, elevators, and restroom floors; cleans and sanitizes toilets, urinal and water fountains; vacuums and shampoos all carpeted areas; waxes and strips all non-carpeted areas; dusts and polishes desks, file cabinets, picture frames, window sills, etc; moves and arranges furniture and equipment; sets up rooms for special meetings or events; replaces light bulbs; empties trash cans, and removes debris from office areas; transports bagged waste to outside trash receptacles; performs minor plumbing repairs, with a plunger, in restrooms and break room areas; reports the need for repairs of faucets, leaks, broken toilet seats; washes window and walls; sweeps the leaves and picks up all trash in the outside areas of each property; keeps track of, and orders, materials as needed; periodic safety training will be available to meet OSHA requirements and Doña Ana County policies; responsible for knowing and abiding by all internal department and County policies and procedures.

III. ADDITIONAL DUTIES. Assist as required and other duties as assigned; scheduled work hours will be shift work; may have to work on weekends occasionally

IV. QUALIFICATIONS.

A. Education. High School diploma or GED preferred

B. Experience. Any combination of education and 6 months related job experience

C. Education/Experience substitution. In accordance with County Policy

D. Licenses/Certifications. Must have a valid unrestricted driver's license if maintaining multiple locations.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Background check and driver's license record.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION

Must have knowledge of various equipment, materials, methods, and practices used in custodial or general maintenance work; must understand proper and safe use of a variety of custodial supplies, strong cleaning solvents, equipment, and machines.

Must have the skills and/or ability to read and follow established, and basic, custodial procedures and MSDS (Material Safety Data Sheets); operate various cleaning equipment such as, but not limited to, wax strippers, high speed buffers, vacuum sweepers, auto scrubbers, brooms, etc. and a variety of general cleaning tools and equipment related to cleaning; establish and maintain effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. Employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The employee must be able to climb step ladders and balance, operate specific cleaning equipment, and be able to move about the work environment. The employee frequently moves or re-positions up to ten (10) pounds of materials or objects, and occasionally, up to fifteen (15) pounds. Employee must be able to move, push and/or pull equipment weighing up to (100) pounds utilizing a lifting device or a buddy system of lifting.

5. WORK ENVIRONMENT.

Essential duties are performed indoors the majority of the time under normal controlled temperature conditions which includes frequent exposure to industrial cleaning chemicals and building dusts. Work surface is even, carpeted, tiled and/or a concrete floor. Noise and vibration of electrical/mechanical cleaning equipment occurs frequently. Essential duties performed outdoors subject to climatic conditions. Outside work environment may consist of uneven terrain, landscaped and parking areas. Uniforms are available and must be used as required.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*