TITLE: Building Service Worker—Floor Technician MAINT—BST-FT

DEPARTMENT: Maintenance, Etowah County

JOB SUMMARY: This position performs custodial duties in the maintenance of county buildings and surrounding properties/lots. In addition to assigned primary housekeeping areas, the BSW--Floor Technician generally focuses time and effort on maintaining and restoring floors. The BSW Floor Tech also serves as back-up in areas that are primarily assigned to other BSWs. Available and willing to work during non-business hours. Able to perform quality work independently without immediate on-site supervision.

MAJOR DUTIES:

- Cleans restrooms, offices, courtrooms, and break rooms; ensures they are well supplied.
- Cleans, sweeps, mops, and buffs floors; vacuums and shampoos carpet.
- Inspect floors for damage, and either repair the damage or report it to the supervisor, if it cannot be quickly fixed.
- Analyzes floors, primarily commercial vinyl tile (CVT) and identifies what's needed—resources, including time—to restore them.
- Scrubs, cleans, strips, repairs, polishes/shines non-carpeted areas using appropriate equipment and chemicals cleaning and finishing agents.
- Operates heavy mechanical floor cleaning and finishing equipment. Maintain inventory of cleaning materials and request new materials or request to be resupplied as needed.
- Properly clean, store supplies and equipment after use.
- Dusts window ledges and furniture; cleans glass.
- Collects trash and transports to dumpsters.
- Inspects buildings to identify problems or safety hazards.
- Moves large furniture including desks, files and shelving units.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of county regulations, policies, and procedures.
- Knowledge of occupational hazards and safety requirements.

- Knowledge of cleaning procedures.
- Knowledge of safety policies and procedures.
- Knowledge of the use, maintenance, and repair of hand tools and equipment related to custodial work.
- Knowledge of the preparation of work areas, surfaces and repairs, and of the operation and maintenance of electro-mechanical floor equipment.
- Skill in the use of chemicals and cleaning supplies.
- Skill in the use of custodial equipment and tools, particularly .
- Awareness of modern office practices and procedures.
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SUPERVISORY CONTROLS: The Maintenance Director or Maintenance Supervisor assigns work in terms of detailed and specific instructions. The supervisor spot-checks work in progress and upon completion for accuracy, adequacy, and adherence to instructions and established guidelines. May work independently without immediate on-site supervision.

GUIDELINES: Guidelines include department policies and procedures. These guidelines are clear and specific.

COMPLEXITY: The work consists of related custodial duties. The variety of tasks to be performed contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to perform custodial duties in the maintenance of county buildings and surrounding incorporated properties. Success in this position contributes to a safe and attractive environment for county personnel and visitors.

PERSONAL CONTACTS: Contacts are typically with co-workers and members of the general public and with fellow County employees to receive customer input and feedback.

PURPOSE OF CONTACTS: Contacts are typically to resolve problems and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, walking, bending, crouching, standing or walking. The employee must frequently lift light and heavy objects, and climb ladders. The BSW—Floor Technician must prepare floors, set-up, operate with proper chemical agents, and perform basic maintenance with floor equipment and machines.

WORK ENVIRONMENT: The work is typically performed in an office building. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform basic mathematical calculations.
- Building custodial experience preferred. Floor Technician experience preferred.
- Available and willing to work during non-business hours. Able to perform quality work independently without immediate on-site supervision.
- Able to stand and walk, with our without floor cleaning equipment, most of a typical work shift. Able to get down on hands and knees to clean/scrub/repair materials/stains/imperfections.
- Physical and mental agility to push, pull, control and provide simple maintenance on heavy commercial mechanical floor machines.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.