

# CARBON COUNTY MONTANA

## JOB DESCRIPTION FORM

Job Title: Janitor Assistant

Position#:

Department: County Building

Reports To: Building Maintenance Coordinator

Revised    New                       Regular    Temporary                       Non-Union    Union

Full-Time    Part-Time                      Hours per week: 40.00                       Nonexempt    Exempt

Reason for opening: Permanent employee on leave

Prepared By: Commissioners

Date: 11/5/19

<b>I.</b>	<b>PURPOSE OF THE JOB</b> (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)
	Care for the Courthouse, Courthouse Annex, Administration Building and surrounding grounds by cleaning, maintaining the boilers and furnaces, performing minor repairs, mowing lawns and removing snow.
<b>II.</b>	<b>ESSENTIAL FUNCTIONS</b> (What activities are required for the position to exist? Estimate the percentage of time spent in each.)
	Vacuum, sweep, mop, clean restrooms, wax floors, dust, wash windows. Empty trash receptacles. Assist in the Inspection and maintenance of furnace and boiler, oiling motors and pumps, checking gauges and relief valves, inspecting belts and motors, and changing filters
<b>III.</b>	<b>OTHER DUTIES AND RESPONSIBILITIES</b> (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)
	Track usage of supplies and order cleaning and maintenance supplies as needed. Do light painting and minor repairs (Plumbing, electrical, lighting, locks and hinges). Operate snow blower, lawn mower and edge trimmer Water and fertilize lawns, control weeds Plant flowers. Change oil, grease, refuel and repair snow blowers and lawn mowers. Raise and lower the flag
<b>IV.</b>	<b>KNOWLEDGE AND SKILLS</b> (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)

Required:

General knowledge of cleaning and cleaning chemicals.

General knowledge of lawn-care and snow removal.

Must be able to operate lawn mowers, gas trimmers, snow blowers, vacuum cleaners and floor polishers.

Must be able to change locks, water pump couplers, and lighting ballasts.

Must be able to work without constant supervision.

Preferred:

Ability to work well with the public and co-workers.

Some knowledge of plumbing and electrical helpful.

V. **FISCAL RESPONSIBILITY** (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)

VI. **EXTENT OF PUBLIC CONTACT** (Within and outside the company)

Regular contact with County employees. Occasional contact with members of the general public.

VII. **WORKING CONDITIONS AND ENVIRONMENT** (Necessary travel, unusual work hours, unusual environmental conditions, etc.)

Work must be performed 7 days a week if necessary. Could be on call for emergency situations 24 hours a day, 7 days a week.

**VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS**  
 (The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input checked="" type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

Approved  Denied

By: Scott Blain

Date: November 5, 2019

Comments: