

**YUMA COUNTY, COLORADO
POSITION DESCRIPTION**

POSITION TITLE: Janitorial Assistant

DEPT/DIVISION: Administration

CLASS: Temporary part time position.

POSITION SUMMARY:

This position assists the custodial staff in special duties and covers custodial services when the regular staff is on leave. May be working at the County Courthouse. Estimated time per week is 5 hours, with additional hours to cover staff vacation time.

ESSENTIAL DUTIES and RESPONSIBILITIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.

Performs janitorial functions of the facilities including vacuuming, mopping, cleaning bathrooms, dusting, and washing windows and walls. May include snow removal and grounds maintenance. Handy-man type jobs such as hanging items on walls and assembly of furniture. Performs other duties as necessary and assigned.

EXPERIENCE and TRAINING:

Special professional and/or job related requirements: None.

REPORTING RELATIONSHIPS:

This Position reports to the: Yuma County Administrator, Building Maintenance Technician, and Janitorial Technician.

EQUIPMENT USED:

All types of cleaning equipment: Vacuums, floor buffers, mops, and other cleaning equipment.

Handy-man tools: Hammer, electric drills, saws and other small equipment.

Ladders to reach high places.

PHYSICAL REQUIREMENTS:

Ability to conduct activities involving extensive standing and walking.

Ability to lift, carry, push and/or pull burdens weighing up to 40 lbs. on a frequent basis.

Ability to grasp and manipulate cleaning equipment and similar other tools and materials.

Ability to conduct activities involving climbing, stooping, kneeling/bending, crouching, crawling, twisting, and reaching on a daily basis.

Visual and physical capabilities required to operate grounds keeping equipment, vehicles, and other motorized equipment.

Ability to participate in and respond to routine conversation in person or via telephone.

ENVIRONMENTAL CONDITIONS:

This position's duties are performed either in an outdoor or indoor environment. The incumbent experiences seasonal exposure to elements such as heat, cold, weather conditions, humidity or wetness. The incumbent on a daily basis may be exposed to various hazards including loud noise, mechanical, chemical, and electrical hazards, fumes, odors, dust and poor ventilation.

The position requires evening, night, and weekend work.

I have read and understand the above job requirements and responsibilities for the support the janitorial assistant position.

Employee Signature

Date

Employer's Signature

Date