

**Whitman County Human Resources**  
Whitman County Courthouse  
400 N. Main Street, Colfax, WA 99111



**JOB ANNOUNCEMENT**

- POSITION:** Custodial Worker - Temporary
- DEPARTMENT:** Facilities Management
- MONTHLY SALARY:** \$12.00 hour
- UNION STATUS:** Non-union
- TO APPLY:** Whitman County Human Resources  
400 N. Main Street  
Colfax, WA 99111  
(509) 397-6205
- CLOSING DATE:** Open until filled
- LOCATION:** Primarily Colfax, and other County facilities as needed
- SELECTION PROCESS:** Applicants must submit a signed Whitman County application form and resume for this position. The application will be reviewed and evaluated to determine applicants invited for an interview.
- TO QUALIFY:** See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

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EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AMERICANS WITH DISABILITIES ACT

Any person requiring accommodation should advise us of that need.

**WHITMAN COUNTY  
POSITION DESCRIPTION**

**Effective Date:** May, 2018  
**Position Title:** Custodial Worker - Temporary  
**Job Family Classification #:** 20  
**Department Title:** Facilities Management  
**Department Code:** 120  
**Pay Grade:** Custodial Worker  
**FLSA Status:** Non-Exempt  
**Union Status:** Non-Union  
**Reports to:** Facilities Manager

**BASIC PURPOSE**

Maintain facilities in a clean, sanitary, safe, orderly, attractive manner in accordance with established procedures, and as directed by your supervisor. Respond to all departmental needs. Ensure the highest degree of cleanliness, sanitation, and is maintained at all times.

**NATURE OF WORK**

This position is responsible for performing a full range of cleaning and maintenance duties, including but not limited to: taking out trash, stocking restrooms, dusting, sweeping, mopping, scrubbing, mopping, vacuuming, wiping surfaces, landscaping, lawn care, building and vehicle maintenance. Maintain and care for equipment and hand tools; detect needed repairs and make simple adjustments to equipment. Additional responsibilities include reporting items which are in need of repair and bringing any safety issues to the attention of the Supervisor for immediate action. Work requires use of a variety of maintenance and cleaning equipment such as, but not limited to: light duty vehicles, lawn mowers, power floor care equipment, wheel tractors, chain saws, and weed eaters. Work in this position will require employees to exercise independence of thought, rely on established techniques, and departmental policies and procedures to effectively meet the needs of each area assigned. To accommodate Court schedules, work in those particular areas may be assigned in the early evening or early morning.

This position will require good verbal and written communication with a wide variety of people. Work in this position will involve considerable contact with other employees, public patrons, Elected and Appointed Officials and all must be treated as “customers” in a kind and courteous manner. May be a working supervisor for seasonal staff and/or work release personnel. Must perform work as scheduled by the Facilities Manager or Director.

**SUPERVISION EXERCISED AND RECEIVED**

The Custodial Worker may exercise general supervisory responsibility for work release personnel. Supervision is performed as a working supervisor. This position reports to the Facilities Manager and Director.

Work will be performed under the general supervision of the Facilities Management Department, and reviewed through reports, consultations and the customer response to the services provided.

**ESSENTIAL FUNCTIONS**

Communicate effectively both verbally and in writing. Establish and maintain effective working relationships with co-workers and the general public. Perform duties in a kind and courteous

manner, staying mindful of office and courtroom scheduling, and maintaining the integrity of confidential information which may be heard or viewed. Accomplish tasks during allotted timeframe, with acceptable results, paying attention to detail and quality of work. Handle chemicals according to standards, regulations, and safety data sheets. Operate a variety of cleaning and maintenance equipment in a safe manner. Detect, through visual observation and hearing, needed repairs. Perform physical labor such as lifting and carrying objects of varying weight, climbing ladders, walking on uneven surfaces, bending, and stooping for several hours at a time. Work independently in the performance of regularly assigned duties. Report any concerns of safety or unusual circumstances to the immediate supervisor.

### **NON-TECHNICAL ESSENTIAL FUNCTIONS**

Evaluate work situations and make decisions based on safety of facility and its users. Prioritize and accomplish tasks requested from more than one person with specific deadlines. Supervise work release personnel as a working supervisor.

### **EXAMPLES OF DUTIES**

- Comprehensive floor and restroom care, stripping, cleaning, buffing, and disinfecting.
- Sweep, scrub, mop, and vacuum floors. Dust, sanitize, clean, polish a variety of surfaces.
- Perform equipment, facilities, and grounds maintenance work that includes basic mechanical, carpentry, plumbing, landscaping, pruning, mowing, electrical, and painting skills.
- Follow written directions for mixing and applying chemicals and compounds necessary for cleaning and general maintenance.
- Operate a variety of cleaning and maintenance equipment according to safety standards and regulations.
- Respond to departmental requests for cleaning and maintenance tasks.
- Perform safety evaluations on facilities and equipment.

### **SELECTION CRITERIA**

Ability to meet the criteria of essential job functions and non-technical job functions.

### **Knowledge, Skills, Abilities**

- Knowledge of proper cleaning techniques, common building construction methods, basic electricity concepts, lawn care, and safe working protocols.
- Skills in the safe and proper use of cleaning and maintenance equipment and tools.
- Ability to carry out tasks in a safe and efficient manner and to read and follow directions both verbal and written.

### **EXPERIENCE, EDUCATION AND TRAINING**

Experience working in facility maintenance and cleaning desired, but any experience, education, or training which would provide the level of knowledge and abilities would be acceptable.

- Must possess or have ability to obtain a valid driver's license.
- Must agree to follow Whitman County Personnel Policies and Procedures.
- Must successfully pass background check/investigation.

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