



COUNTY of CUMBERLAND

JOB VACANCY ANNOUNCEMENT

POSTED: NOVEMBER 7, 2011

<u>POSITION TITLE</u>	<u>TYPE APPOINTMENT</u>	<u>SALARY</u>	<u>GRADE</u>
CUSTODIAN / JANITOR I	FULL-TIME	\$17,206	50
<u>DEPARTMENT/LOCATION</u>	<u>POSITION NUMBER</u>	<u>CLOSING DATE</u>	
LIBRARY / HEADQUARTERS BRANCH	LIB0261	NOVEMBER 21, 2011	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Completion of eighth grade and six months work experience to include some janitorial duties in an office or commercial environment.

HOW TO APPLY:

We now only accept on-line applications. You may complete the application from our website at www.co.cumberland.nc.us/jobs. Resumes will not be accepted in lieu of a completed county application. If a NC ESC testing is required, you may mail, fax or bring it to our office. Our mailing address is P.O. Box 1829, Fayetteville, NC 28301; fax number is: 910-323-6135; our office is located at the Cumberland County Courthouse, 117 Dick Street, Room 25. Computers are available in our office, for those who need access to apply. Applications must be received by 5:00 PM of the closing date of the position.

CONDITIONS OF EMPLOYMENT:

Selected applicant must have or obtain, and maintain a valid North Carolina driver's license with an acceptable driving record; must have access to transportation; background check with local law enforcement agency required; and must submit to a drug-screening test and receive a negative result for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

GENERAL POSITION DESCRIPTION AND DUTIES:

This position will act as a "roving" Custodian to assist where needed. The major objective of this position is to perform building and grounds maintenance in order to keep facilities clean, attractive and functioning efficiently. Duties include routine, repetitive manual work requiring efficient performance of cleaning and basic maintenance tasks. Unusual problems are to be referred to the supervisor. Specific instructions are given on new or unusual assignments. Courtesy is needed in contact with the public and other employees. Work is performed under the supervision of the Branch Manager, Crew Leader or Facilities Manager (depending on location) and is evaluated by observation and inspection of results. Performs interior building maintenance duties including daily vacuuming, sweeping, dusting, emptying of trash cans and cleaning and stocking all bathrooms. Also includes shampooing of the carpets, as needed. Picks up trash from grounds and parking areas and performs other outside maintenance duties. Empties and cleans waste receptacles; disposes trash in proper manner. Cleans restrooms and replenishes supplies on a daily or more frequent basis. Washes walls, windows, shelves, mirrors and horizontal surfaces. Performs minor carpentry, plumbing and electrical repairs. Assists in the shifting of materials and the installation and assembly of library equipment/furniture. Reports any heating and cooling system problems promptly. Replenishes maintenance supplies as needed to keep them properly stocked. Cleans and maintains power equipment and other cleaning equipment including buffing and stripping pads and cleaning cloths, mops and sponges. Removes stains from a variety of surfaces such as rugs, walls, floors and fixtures using appropriate chemicals and cleaning solutions. Assists courier with loading/unloading supplies to/from the van, including boxes of books. Performs other related duties as required or assigned. Examples of other possible duties: Assists in maintaining the library equipment/furniture inventory by performing visual inspection of property during installation. Maintains written documentation concerning the location and condition of library equipment/furniture. Assists in ordering janitorial supplies for all locations and keeps supplies properly stocked. Substitutes for library courier when needed. Assists in maintaining library vehicles by performing routine cleaning, servicing, and minor maintenance and repair. Properly documents vehicle problems that cannot be repaired and submits to County Vehicle Maintenance for further action.

KNOWLEDGE OF WORK PERFORMANCE INDICATORS:

Working knowledge of methods, equipment and materials used in custodial work. Ability to operate and clean custodial power equipment and other tools and equipment safely and effectively. Ability to communicate effectively and courteously with the public and co-workers. Safely operate library vehicles ranging from mid-size cars to the courier van. Knowledge of specifications and requirements for cleaning and minor maintenance of commercial or public buildings. Ability to work independently, follow schedules and manage time effectively. Ability to lift and push moderate to heavy weight upwards of approximately 40 lbs. (e.g. tables, chairs, boxes of books, vacuum cleaners, etc.). Ability to follow oral and written instructions. Ability to observe and report needs for maintenance, repairs and supplies that must be referred to others to handle. Ability to observe and follow safety requirements related to cleaning solutions and chemicals.

THE COUNTY OF CUMBERLAND HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.
CURRENT VACANCIES ARE ALSO LISTED ON OUR 24-HOUR JOB SERVICE LINE AT 678-7657 AND ON OUR WEBSITE – www.co.cumberland.nc.us
AN EQUAL OPPORTUNITY EMPLOYER.