

BUILDING SERVICE WORKER

Code No. 4-11-049
LABOR

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level labor position responsible for performing a variety of cleaning duties. Work is routine in nature and involves following simple procedures and directions in accomplishing tasks under a variety of weather conditions, including extreme temperatures, and various work schedules. The employee reports directly to, and works under the direct supervision of, a higher-level staff member who checks work for adequacy and compliance with agency standards. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Performs cleaning duties such as dusting, sweeping, dust mopping, damp mopping, washing, scrubbing, scouring, polishing, buffing, floor stripping, and vacuuming;

Cleans bathrooms, sinks, faucets, pipes and fixtures, tiles, toilets, showers, tubs, mirrors, lights, walls, floors, soap dishes and dispensers;

Checks and replenishes soap and paper products as needed;

Performs duties such as floor refinishing, buffing, sealing floors, spot carpet cleaning and carpet shampooing, vent cleaning and dusting of high places following written procedures and schedules;

Cleans, dusts and washes shelving, furniture, walls, ceilings, doors, ledges, windows, window sills, partitions, lights, fixtures, vents, and equipment;

Vacuums carpets, curtains, furniture, and vents;

Empties waste baskets, confidential materials, recyclable materials, regulated medical waste, and other trash receptacles, replaces insert liners, and removes trash from facility to dumpster;

Arranges furniture-and replaces light bulbs;

Uses a ladder as required;

Responsible for proper and economical use of supplies and equipment and maintaining cleanliness of supply closets and equipment;

Assists with preparing, distributing, and recording of supplies such as bags, cleaners, detergents, floor care material, and paper products.

Operates power cleaning equipment such as scrubbing machines, buffers, vacuum cleaners, wet-dry pick up, waste compactors, etc.;

Reports defective or damaged equipment to the supervisor;

Cleans specialty areas;

Performs duties in the immediate exterior of building such as sweeping sidewalks, manual snow and ice removal at entrances and sidewalks, cleaning debris from grounds and window wells, and cleaning exterior windows;

Performs grounds clean up as required;

Assess grounds and facility while performing job duties, notifying maintenance of any repairs or security concerns;

Works under a variety of weather conditions, including extreme temperatures, and various work schedules.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of cleaning procedures, materials, and equipment; working knowledge of cleaning agents and proper application; working knowledge of the policies and procedures of infection control; ability to understand and follow written and oral instructions; ability to operate various pieces of equipment such as a buffer, scrubbing machine, and vacuum cleaner; ability to handle and dispose of various waste products properly; ability to work various work schedules; ability to work outdoors in adverse weather conditions; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

ADOPTED: October 11, 1984

REVISED: December 6, 1990

REVISED: March 7, 2002

REVISED: January 6, 2005

REVISED: May 9, 2013

REVISED: May 2, 2024

Approved as Labor jurisdictional class on April 7, 2009 by State Civil Service Commission action.

ADDITIONAL INFORMATION: Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of Title 49 Code of Federal Regulations (CFR) Part 1542, prior to appointment.