



Fluvanna County, Virginia
Department of Public Works
Job Description

BUILDING SERVICES WORKER I

Job Class #:	3150
Pay Grade:	7
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Building Services Supervisor

SUMMARY

This position is responsible for performing custodial duties to include County-owned buildings and grounds, using prescribed chemicals and machinery. Duties will also include some minor maintenance and repair functions. Work is performed under limited supervision.

This position is classified as Essential Personnel and may be called upon to work during weather closures and emergencies.

ESSENTIAL FUNCTIONS

- Cleaning county-owned buildings and grounds; sweep, dust, vacuum, and mop; Using various pieces of power equipment which could include scrubbers, burnishers, rotary machines, drills, carpet extractors, and specialist equipment; Proper care and storage of all cleaning equipment and materials required; Empties trash receptacles; Lock and unlock doors.
- Clean and sanitize restrooms, stock supplies in the restrooms, empty trash receptacles; lock and unlock doors.
- Wash windows, screens, sills, woodwork, doors, desks; clean surfaces, walls, and ceilings. and heating vents.
- Performs a variety of tasks in the maintenance of County public areas, collecting and disposing of litter, garbage, and waste from County property; shoveling snow, snow removal, maintaining sidewalks, ice control, and assisting in keeping outside walkways and access in orderly condition.
- Ensure compliance and safety procedures are followed, utilize personal protective equipment, follow Blood-Borne pathogen procedures, and proper workplace ergonomics. Respond to accidents or potential safety hazards which may require contact with chemical spills, blood, and or other bodily fluids.
- Responds to after-hours emergencies as scheduled by the Supervisor.
- Work under limited supervision by following a frequency of task assignment, using prescribed chemicals and machinery.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of cleaning and waxing compounds, snow blowers, floor buffers, custodial equipment, and building maintenance.
- Operating various small hand tools.
- Knowledge of department and County policies and procedures.
- Knowledge of equipment operation and maintenance principles.
- Planning, organization, and decision-making.

- Oral and written communication.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Previous custodial experience to understand the basic principles relevant to the duties of this position. Any combination of education and experience equivalent to graduation from high school.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is heavy work requiring exertion above 100 pounds of force occasionally, above 50 pounds of force frequently, and above 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; Operations of machines, motor vehicles or equipment and determining the accuracy and thoroughness of work; vocal communication is required for expressing or exchanging ideas using the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for determining the accuracy and thoroughness of work; This worker is subject to adverse environmental conditions and is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and chemicals.. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

POST OFFER REQUIREMENTS

- Criminal background and driving record check.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
2/22/2022	2/22/2022	2/22/2022	3/2/2022