



COUNTY OF LAKE
invites applications for the position of:
EXTRA HELP JANITOR

SALARY: \$ 13.09 per Hour

Public Services is seeking an Extra Help Janitor (Full job description, including minimum requirements are below). This Extra Help position is limited to no more than 25 hours per week and no more than 900 hours per year. Incumbents are paid only for hours worked, and are only entitled to legally mandated benefits, which does not include paid vacation or holidays. Extra help employees do not have status with the County.

Please complete a hard copy application, available on the County website or in person at the Human Resources Department and indicate "Extra Help Janitor" as the title of the position on the application.

Applications may be submitted in person or by mail to the below addresses

Human Resources Department, 255 North Forbes St, Lakeport, CA 95453.

OR

Public Services, 333 Second St, Lakeport, CA 95453.

EXTRA HELP JANITOR

DEFINITION

Under general supervision, to perform routine janitorial duties in County buildings; and to do related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized, extra help Janitor classification. This is an Extra Help (temporary) classification that is limited to no more than 900 hours per year. Incumbents are paid only for hours worked, are not entitled to benefits, and do not have status. Incumbents assigned to this classification perform routine janitorial work. Work locations will vary, and work assignments may include irregular hours.

REPORTS TO

Extra Help Lead Janitor; Deputy Public Services Director; Public Services Director; or other Supervisory/management staff, as assigned.

CLASSIFICATIONS SUPERVISED

May provide training for other Extra Help employees, as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Empties, cleans and lines waste receptacles and disposes of trash; cleans and disinfects restrooms, including restocking restroom supplies; polishes brass fixtures; vacuums carpets; sweeps and mops floors; strips and waxes floors, as assigned; dusts all surfaces; cleans windows, as assigned; cleans finger marks and stains from counters, doors, trim, and walls; may provide training for other Extra Help employees, as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects; physical ability to lift and carry objects weighing up to 25 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses vacuum cleaners, scrubbers, buffers, waxing equipment, and basic cleaning tools, such as mops, buckets, rolling trash buckets, feather dusters, brushes, spray bottles, etc.

TYPICAL WORKING CONDITIONS

Work is performed in indoor environments; exposure to dust, chemicals, and gases; exposure to electrical currents.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic cleaning materials, methods and practices
- Safe work practices

Ability to:

- Learn the operation and use of various custodial equipment.
- Understand and follow oral and written instructions.
- Effectively provide training to less experienced staff.
- Clean and care for assigned areas.
- Perform manual laboring work.
- Work independently.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Previous work experience in janitorial or custodial work is desirable.

Special Requirements:

None

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.