

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of HOUSEKEEPER/GROUNDS MAINTENANCE.

DUTIES: See attached job description

QUALIFICATIONS: Must have a high school diploma or equivalent. Valid Driver's License. Three years experience preferred.

HOURS: Forty Hours (40) per week.

PHYSICAL: Must be able to pass physical/drug screen.

SALARY: \$14.08 (Grade 8)

Applications for the position of HOUSEKEEPER/GROUNDS MAINTENANCE will be accepted through November 5, 2021 by 3:30 p.m. at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

**DELTA COUNTY  
JOB DESCRIPTION  
HOUSEKEEPER/GROUNDS MAINTENANCE**

**Title:** Housekeeper/Grounds Maintenance

**Classification:** Union, Non-Exempt

**Department:** Maintenance

**Reports to:** Director of Maintenance & Housekeeping

**Supervised by:** Director of Maintenance & Housekeeping

**Revision Date:** June 2, 2020

**GENERAL PURPOSE**

Under the supervision of the Director of Maintenance & Housekeeping, performs a variety of custodial tasks in and around County facilities: cleaning offices, hallways, restrooms, and meeting areas. Expected to perform general maintenance on facilities and equipment as directed by the Director of Maintenance & Housekeeping, and expected to assist the Maintenance Director and Building Trades Technician in carrying out their duties. Perform related duties, as required.

**SUPERVISION RECEIVED**

Work is performed under direction of the Director of Maintenance & Housekeeping.

**SUPERVISION EXERCISED**

There is no supervision exercised.

**ESSENTIAL FUNCTIONS**

The following are examples of functions which are essential to this position. The following list does not include all functions which the Housekeeper/Grounds Maintenance may be expected to perform.

1. Clean all public areas of the county facilities, including courtrooms, hallways, and public and private restrooms.
2. Order supplies, empty and dispose of office garbage, and dust as needed.
3. Dust mops, wet mops, and vacuum floors and stairs as needed. Periodically strip floors of old wax, apply fresh wax, and operate power buffer to polish floors.
4. Clean and sanitize drinking fountains, hand sanitizer stations, and restrooms; replenishing supplies and dispensers as needed.
5. Other light maintenance such as hanging pictures, changing light bulbs, stocking paper rooms, and moving furniture.
6. Perform minor maintenance on cleaning equipment as needed.
7. Maintain exterior of county facilities as directed by the Director of Maintenance & Housekeeping. Exterior maintenance includes: windows, snow removal, and lawn care.
8. Assist in front of the building screening and adherence to public health policies and procedures.
9. Operates a variety of maintenance equipment such as shovels, rakes, snowblowers, or saws to complete assignments.

10. Operates power equipment and other vehicles such as tractor, mowers, or electric clippers.
11. Ensures proper hydration of lawns, trees, and plants using sprinkler systems or irrigation systems.
12. Trims trees and vegetation and maintains flower beds.
13. Performs all other duties as assigned by the Director of Maintenance and Housekeeping.

### **REQUIRED QUALIFICATIONS**

1. **High School Diploma** or Equivalent.
2. **Valid Driver's License**
3. **3 years Experience** preferred.
4. **Ability** to communicate effectively with officials, employees and the public.
5. **Ability** to work efficiently and thoroughly.
6. **Willingness** to work outside of normal business hours.

### **SELECTION GUIDELINES**

Selection is based on strength of application, education, experience, personal interview and reference check.

### **PHYSICAL DEMANDS**

While performing the essential functions of this job, the employee is regularly required to sit, stand, walk, climb, stoop, kneel, crouch, talk, hear, feel, reach, grab, touch, use hands, feel objects, climb stairs, see near or far, use peripheral vision and depth perception, and the ability to adjust focus. The employee must occasionally lift or move up to 50 pounds.

### **WORK ENVIRONMENT**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. At times, working conditions may be hot, cold, and/or dirty. The noise level in the work environment is usually moderate, but may be loud in areas of equipment operation. Housekeeping/Grounds Maintenance may be expected to respond to emergencies and maintain a flexible work schedule.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Board approved 6-2-2020