



BRIGHAM CITY CORPORATION

Job Description

Title:	Facilities Worker (part-time)	Code:	523
Division:	Building Maintenance	Effective Date:	7/2012
Department:	Administration	Last Revised:	2/2020
Grade: 25		FLSA Status: Non-exempt	
Hiring Range: \$9.92 - \$10.80 per hour (depending on qualifications)			
Schedule: Generally, 3 hours per day, Monday through Saturday, early morning or late evening.			
Opened: February 10, 2020		Closes: Once filled	

GENERAL PURPOSE

Performs a variety of **unskilled to semi-skilled duties** as needed to maintain clean, attractive and operational city facilities and environs.

SUPERVISION RECEIVED

Works under the general supervision of the Lead Custodian.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Sweeps and mops floors; vacuums and shampoos carpets; strips and waxes floor and operates buffing machine.

Washes windows and polishes furniture; dusts woodwork, furniture, and other articles; cleans drinking fountains.

Gathers and disposes of refuse; cleans office waste receptacles; maintains and orders supplies and equipment.

Cleans and sanitizes rest room sinks and bowls; maintains supplies in rest rooms as needed.

Sweeps and maintains outside walks and steps.

Arranges furniture for special meetings and functions; secures building by ensuring doors and windows are properly locked.

Assists in the general upkeep of building exteriors and eliminates weeds.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience
 - A. Graduation from high school or equivalent and/or sufficient education and training to demonstrate an ability or aptitude to perform above and related duties (desired);
 - AND
 - B. Some experience performing above or related duties.

2. Knowledge, Skills, and Abilities:

Some knowledge of cleaning methods and materials.

Skill in the use of buffers, vacuums, and other tools common to housekeeping.

Ability to perform manual cleaning and related labor and to work continuous hours while standing; understand and follow verbal and written instructions; ability to establish and maintain effective working relationships with fellow employees and supervisors.

3. Special Qualifications:

Must possess a valid state of Utah driver license.

Must be able to provide own transportation to multiple facilities. Mileage reimbursable.

Regular and reliable attendance.

4. Work Environment:

Incumbent of the position performs both indoor and outdoor physically demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, and reaching. Daily or regular exposure to acidic and caustic chemicals with small chance of injury. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. May be required to lift in excess of 50 pounds in normal course of job performance.

EMPLOYMENT APPLICATION PROCEDURES:

Register online with Utah Department of Workforce Services and submit a Brigham City Corporation Application for Employment regarding **Job Order# 2331154** and submit application to DWS, 138 W 990 S, Brigham City, UT 84302 or fax to 435-695-2660, Attn: Eden Johnson. Registration and application available at website <https://jobs.utah.gov> for all qualified applicants.

NOTE: All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER