

THE OHIO COUNTY COMMISSION

JOB POSTING / CAREER OPPORTUNITY

POSITION TITLE:	Night-time Janitor
REPORTS TO:	Facilities Director
SUPERVISES:	Not a supervisory position
FLSA EXEMPTION STATUS:	Full-time, hourly, non-exempt
RATE OF PAY:	\$ 15.50 per hour to start \$ 16.00 after successful completion of probationary period
BENEFITS:	Health, life, dental and vision insurance, pension
START DATE:	Within two weeks of offer

SUMMARY AND PURPOSE:

We have a vacancy in our team for a janitor to work across a number of buildings. The janitor will perform a variety of maintenance and cleaning tasks to keep the buildings clean and presentable to the public and staff. To work well in this role, you should have a basic maintenance knowledge around building repairs and some experience cleaning.

ESSENTIAL FUNCTIONS:

1. General cleaning of building and grounds, keeping them maintained in good condition.
2. Vacuum, sweep, and mop floors.
3. Clean and stock restrooms
4. Ensure doors are locked after hours.
5. Clean up spills with appropriate equipment.
6. Perform minor repairs.
7. Notify supervisors or managers of major repairs.
8. Collect and dispose of trash.
9. Complete tasks in a timely manner with minimal supervision.
10. Keeping cleaning supplies in stock.
11. Work with a contract cleaning service when necessary.

POSITION REQUIREMENTS

1. High school diploma, GED or equivalent and at least 18 years of age.
2. Driver's license with excellent driving record.
3. Ability to operate pick-up trucks and vans.
4. Ability to communicate clearly and effectively both verbally and in writing.
5. Ability to work shifts, evenings, weekends and holidays.
6. Ability to manage time efficiently.
7. Work well when supervisors are not present.
8. Ability to handle basic maintenance, building repairs, cleaning, and other janitorial work.
9. Basic math skills.
10. Able to work safely with a variety of cleaning supplies.
11. Able to use basic cleaning equipment.
12. Normal working hours are 4:30pm to 1:00am

PHYSICAL / MENTAL REQUIREMENTS:

1. Ability to lift a minimum of 25 pounds.

OTHER:

1. Consent to a pre-employment Criminal Background Check which shows no felony or domestic violence convictions nor moral turpitude.
2. Consent to a pre-employment Consumer Credit Report that shows financial stability and integrity.
3. Consent to a pre-employment drug screening showing no illegal drugs or legal drugs for which the candidate does not possess a prescription from candidate's health care provider.

An Equal Opportunity Employer

Interested candidates should submit letter of introduction and resume to HR@ohiocountywv.gov on or before Friday, October 21, 2022 at 5:00pm.