

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 8th day of May, 2023.

Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board resolves as follows:

To adopt the changes to the **job title and job description** of one (1) position in Maintenance




One (1), Floor Care Specialist, salary range min. \$37,440, mid. \$44,553 and max. \$51,667.20, position control number 14 226 054, FLSA Non-Exempt

To


One (1), Housekeeper, salary range min. \$37,440, mid. \$44,553 and max. \$51,667.20, position control number 14 226 054, FLSA Non-Exempt

Updated job description is attached.

- ☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

	Yes	No	Not Vote
 _____ Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Zach Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: CHRISTOPHER W. YAMAMOTO, CLERK



Deputy Clerk

Date: 05.08.23

23-092



Housekeeper

Department: Maintenance

FLSA Designation: Non-Exempt

Effective Date: 05/08/2023

General Statement of Duties

Performs routine custodial work in public buildings.

Classification Summary

The primary function of an employee in this class is to perform routine custodial cleaning tasks, and set up tables and chairs for events in assigned areas of public buildings. The work is performed independently under the direct supervision of the Housekeeping Supervisor; some employees in the Housekeeper position may direct or act as lead worker to community service or inmate workers. The principal duties of this class are performed in a public building environment and include use of electrically powered cleaning equipment and cleaning substances that may involve related hazards; some travel may be involved between job sites; some on call or weekend work may be required.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Perform general, daily routine custodial duties: dusting, mopping, vacuuming, cleaning restrooms, ensuring proper sanitation, and restocking paper and soap supplies;
- Strip and wax floors and shampoo carpets on a regular maintenance schedule;
- Empty trash receptacles, dispose of trash into dumpsters;
- Clean and polish brass, mirrors, wood, and other special reflective and decorative surfaces;
- Wash walls, windows and surface areas;
- Clean spills, spot clean carpets and remove graffiti;
- Perform routine maintenance to custodial equipment and supplies as required;
- Perform general maintenance and minor repairs inside buildings as required;
- Event setup and breakdown of equipment before and after events: may include chairs, tables, canopies, etc.;
- May serve as back-up for Housekeeping Supervisor;
- May monitor and assign tasks to community service workers;
- Perform all work duties and activities in accordance with County policies, procedures, and safety practices;
- Perform other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Methods, materials, tools and standard practices of cleaning and maintaining public buildings;
- Preparation and appropriate use of cleaning agents on varied surface types and disposal of chemical cleaning agents;
- Various industry methods and practices of floor care, including: hot water carpet extraction, mechanical and chemical stripping of waxed floors and spot cleaning.

Ability to:

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Communicate effectively with the public and other employees.
- Follow written and oral instructions;
- Work independently;
- Operate powered custodial equipment including, but not limited to: vacuums, strippers, buffers, auto-scrubbers, water extraction machinery, and power washers;
- Operate hand cleaning equipment including, but not limited to: brooms, dust and wet mops, dust pans, and dusters;
- Lift and manipulate objects and climb ladders.

Acceptable Experience and Training

- High School Diploma or GED equivalency; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho driver's license required; Must successfully complete a background investigation through the National Crime Information Center (NCIC);
- Become certified in proper techniques and methods in safe handling and disposal of blood borne pathogens;
- Become certified to clean carpets using approved CRI (Carpet and Rug Institute) methods and procedures.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, telephones, and safety warnings such as vehicle backup alarms and emergency warning sounds;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to distinguish dirt or marks on surfaces and move through unfamiliar buildings and rooms;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of cleaning devices including powered equipment, hand equipment and small objects, and make adjustments to equipment;
- Sufficient strength to lift objects up to 25 pounds, maneuver powered cleaning equipment such as vacuums and scrubbers, stand for periods of time up to three to four hours, and to adapt to and move between work stations and job tasks on a single shift;
- Sufficient body flexibility, agility, and balance to perform cleaning operations which require repeated bending and stooping motions, including climbing and working on ladders;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in areas with only artificial light, to work within a tightly enclosed area such as closets and small offices, to work while exposed to unpleasant odors and with allergenic substances such as cleaning solutions and dust; and to work in a custodial environment;
- Sufficient attention to concentrate on tasks when distracted and to return to and complete tasks when distracted.

EOE Statement

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.