

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 005308  
Grade 8**

**BUILDING SERVICES WORKER II\***

**DEFINITION OF CLASS:**

This is proficiency level manual labor and repetitious work involving custodial care of public buildings and facilities. Contacts primarily include like-classified employees and immediate supervisors to receive and provide information as well as the public to whom employees in this class occasionally provide information about public facilities, office locations, etc. Such public assistance is limited and is incidental to the purpose of the job. This class is distinguished from the Building Service Worker I class in that an employee in this class is responsible for cleaning an assigned area in a proficient manner by determining what, when, and how to use various cleaning products and equipment in order to clean a variety of surfaces and stains in an assigned area without instruction. Also, an employee in this class may be responsible for showing a new employee the "routine" associated with custodial work.

At this level, work is performed independently, either alone or with other custodial employees, and is inspected less frequently both in-progress and upon completion than the Building Service Worker I. An employee is responsible for carrying out related tasks which are straightforward and are performed without detailed instructions according to established rules and procedures. The work of this class facilitates the work of County agencies by providing clean and safe facilities. Work involves occasionally lifting objects up to 50 pounds and/or pushing one or more fifty-five gallon trash bins containing waste/recyclable materials weighing up to and exceeding one-hundred (100) pounds and is generally performed indoors in areas which have heat, light and ventilation. The employee is exposed to dirt, disagreeable odors, and to possible skin irritations from strong cleaning solutions. The use of heavy powered cleaning equipment (e.g., industrial-type buffers) is required, but on an occasional basis. Work is occasionally performed from stepladders.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Cleans offices, storerooms, corridors, stairways, closets, restrooms and other areas.
- Sweeps, dry mops, scrubs, waxes and polishes floors, using brooms, mops, vacuum cleaners, floor scrubbers and buffers.
- Dusts, waxes and polishes furniture.
- Empties ashtrays and wastebaskets.
- Polishes door knobs and other metal fixtures.
- Washes walls, windows, ceiling fixtures, blinds and room partitions, using stepladders as necessary.
- Cleans and disinfects urinals, toilet bowls, shower stalls, mirrors, sinks and water fountains; replaces deodorizers, toilet tissue, hand towels and soap.
- Maintains inventory of cleaning materials and equipment; advises supervisor when more materials are needed and when equipment is in need of either repair or replacement.
- Moves heavy furniture, supplies and equipment in order to accomplish custodial tasks.

- Removes stains from a variety of surfaces, using chemicals and cleaning solutions.
- Runs powered cleaning equipment, cleans and oils it, and changes brushes and accessories.
- Removes paper, cans and glass for recycling, and scrap and trash cans from area to central pickup point.
- Reports damage to buildings and equipment.
- Removes trash, leaves, snow and ice from outside stairs, walks, etc.
- Replaces light bulbs.
- Unlocks/locks and secures appropriate offices/buildings; reports presence of unauthorized persons to security personnel.
- Arranges and sets up tables, chairs, etc. for meetings and events.
- Uses small hand tools to place/remove numbers and letters from signs or perform minor maintenance tasks such as tightening or replacing screws.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to follow simple verbal or written instructions.
- Ability to perform cleaning tasks which involve prolonged standing, pushing, pulling, climbing, and stooping.
- Ability to handle and control light and heavy hand and power equipment, including the performance of minor preventive maintenance tasks.
- Ability to work any fixed shift for five consecutive days, including weekends.
- Ability to communicate courteously with others.

**MINIMUM QUALIFICATIONS:**

**Experience:** One (1) year of custodial experience as described above.

**Education:** Ability to read and write in English when required for job-related duties.

**Equivalency:** None.

**Physical Ability:** Ability to occasionally lift objects up to 50 pounds and/or push objects up to or over 100 pounds.

**LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

**PROBATIONARY PERIOD:**

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core II Exam.

**Class Established:** May, 1965

**Revised:** November, 1970

July, 1974

December, 1984

**Classification Study:** May 1991 (M)  
**Classification Study:** June, 2003(M)  
March, 2012  
August, 2013  
October, 2014