

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

**Code No. 005309
Grade 7**

BUILDING SERVICES WORKER I

DEFINITION OF CLASS:

This is beginning level manual labor and repetitious work involving custodial care of public buildings and facilities. Contacts 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.

An employee in this class is responsible for cleaning an assigned area using various hand and power operated cleaning equipment. Upon hiring, the employee may be assigned to work with a more experienced employee to learn the routine associated with custodial cleaning; subsequently, the employee is assigned a specific area to independently clean. Work is inspected daily, both in progress and upon completion, to ensure all tasks are completed on time and in accordance with well-defined standards. The employee receives specific instructions for each new task. The employee is responsible for carrying out related tasks which are straightforward and are performed 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 occasionally required. 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 materials to be recycled, 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.
- 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 independently perform cleaning duties following an appropriate training period.
- Ability to work any fixed shift for five consecutive days, including weekends.

MINIMUM QUALIFICATIONS:

Experience: No previous experience required.

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