



TUSCALOOSA COUNTY EMERGENCY COMMUNICATIONS DISTRICT

7400 Richard M. Pierce Parkway • Northport, Alabama 35473 • (205) 710-6775

Communications / Addressing / Mapping

Rod Coleman, Director

GROUNDS KEEPER / HOUSEKEEPING

Fiscal Year 2021 - 2022

Salary Range:

\$34,310.64 - \$43,768.66 annually

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$1,319.64	\$1,451.60	\$1,487.90	\$1,525.10	\$1,563.21	\$1,602.29	\$1,642.35	\$1,683.41
\$16.50/hr	\$18.14/hr	\$18.60/hr	\$19.06/hr	\$18.97/hr	\$20.03/hr	\$20.53/hr	\$21.04/hr

POSITION SUMMARY:

Performs general cleaning and minor maintenance duties in maintaining building, maintains adjacent walks and grounds, and equipment in clean, orderly and functional condition. Provides assistance to staff, visitors and other employees as necessary.

DUTIES:

Receives oral or written orders from Supervisor(s).

Performs work according to standard procedure and by building's operational schedule.

Cleans rooms, hallways, restrooms, locker rooms, offices, shower rooms and windows.

Uses brooms, mops, and floor equipment to sweep, mop, and strip and wax floors.

Uses vacuum cleaners to clean rugs, carpets, underneath furniture and blinds.

Dusts furniture and equipment.

Wipe down walls, ceilings, woodwork, windows, doors and sills.

Participates in general cleaning, painting, and repair work.

Performs touch up and finish painting.

Empties wastebaskets.

Replenishes restroom supplies.

Replaces light bulbs.

Sets up and tears down chairs, tables and equipment in meeting rooms, and function rooms.

Clears any debris from entrances and walkways.

Picks up and delivers supplies and materials to rooms.

Follows all applicable safety rules and procedures.

Opens and closes building according to security procedures.

Reports work accomplished orally or on written work order to supervisor.

Uses hand tools and power tools in making minor maintenance repairs and maintaining grounds and walks.

Assists in shipping and receiving of supplies and materials when needed.

Attends training courses offered by the department or required by law in order to maintain applicable certifications, to remain abreast of departmental operations, and to promote improved job performance.

Incorporates continuous quality improvement principles in daily activities.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Assists officials, staff, visitors, and other employees as necessary.

Substitutes for co-workers in temporary absence of same; requests additional personnel as needed to maintain adequate manpower during shift.

May be required to work on various shifts, overtime, weekends, and/or holidays.

Must meet regular attendance requirements.

Other duties as assigned.

SKILLS REQUIRED:

The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work.

Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.

Must possess good communication and interpersonal skills with co-workers, supervisors, member of the public, etc.

Must possess good listening skills.

Ability to lift and carry objects weighing from 15 to 30 pounds.

Ability to stand and walk for extended periods.

Ability to climb and balance on stepladder.

Ability to bend and stretch to clean hard to reach areas.

Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.

QUALIFICATIONS:

High school diploma or GED required.

Previous experience preferred, but not required.

Must be at least 18 years of age.

Must possess a valid Driver's License.

This job classification is considered to be safety-sensitive and is subject to pre-employment physical, pre-employment drug screening, pre-employment background check, audio test, vision test and random drug screens during employment.

