

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

MAINTENANCE SERVICE TECH 1 - CUSTODIAN (PS101119)

DEPARTMENT: FACILITIES AND GROUNDS

JOB SUMMARY/ESSENTIAL FUNCTIONS: Perform routine cleaning tasks including sweeping, mopping, vacuuming, disposing of trash, dusting, and scrubbing. May also buff/wax floors, spot clean carpeted areas, polish and clean wood fixtures, disinfect and chemically treat restroom facilities and water fountains, stock and maintain various dispensers including soap, toilet tissue/paper towels, and cleaning supplies. Perform other duties as assigned.

QUALIFICATIONS:

Must be eighteen (18) years of age.

High school graduate or equivalent preferred. Must be able to obtain GED within one (1) year of employment.

Six (6) months related janitorial/cleaning experience required. One (1) year dedicated janitorial/cleaning experience preferred. Experience must be as a Custodian in a large residential, commercial or industrial environment.

Ability to read and write at level appropriate for this position.

Departmental testing may be administered during interview.

Completed certifications or trade school training beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug and alcohol testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as non-exempt and reports directly to the Facilities and Grounds Department. Thirty-seven and one half (37.5) hours per week. Monday through Friday from 6:30 A.M. until 2:30 P.M. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Maintenance Service Tech 1 - Custodian - Grade C02
Entry Level Bi-Weekly Pay Range: \$681.54 - \$783.77**

**Date of Posting: 06/03/2015
Closing Date: Subject to close at any time.**

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.