

**MORTON COUNTY HEALTH DEPARTMENT  
JOB DESCRIPTION**

**MAINTENANCE POSITION**

**POSITION SUMMARY**

This is a general housekeeping/maintenance position for the Morton County Health Department.

**ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES**

**Daily:**

- Empty the trash.
- Clean off and sanitize all environmental surfaces in Exam Rooms #1, 2 and waiting room, including door knobs.
- Vacuum carpeted floors of Health Department.
- Sweep and damp mop all vinyl and tile flooring.
- Mop under chairs and other moveable furniture.

**Three Times Weekly:**

- Clean, sanitize and polish all restroom fixtures.
- Clean water fountains and telephones.

**Weekly:**

- Take red hazardous waste trash bags and sharps containers to the Morton County Hospital incinerator.
- Dust counters, shelves, desks, window sills and furniture.

**Monthly:**

- Clean interior windows.
- Clean fan blades.

**Quarterly:**

- Wax and buff tiled floors.
- Clean exterior windows (may be done more often if required).

**As Needed:**

- Refill all restroom dispensers and replace toilet tissue.
- Change light bulbs.
- Change furnace/air conditioner filters when needed.

**Other:**

- Knowledge of the principles and practices of the Bloodborne Pathogen Exposure Control Plan is expected.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Position will require bending, twisting, reaching and stooping while performing duties. Lifting and carrying of equipment and supplies will occur. Furniture and office equipment may have to be lifted or moved while floors are being waxed, buffed or mopped. The employee is advised to use correct body mechanics and to avoid hazardous conditions that may put the employee at risk for injury. Employee will be required to perform other duties as deemed necessary or as assigned. Shoveling of snow from walkways may occur if the situation necessitates while at the Health Department performing essential job functions. The work environment involves offices, exam rooms

and meeting rooms. Exposure to blood and other potentially hazardous infectious materials may occur.

### **PERSONAL RELATIONS/CONTACTS**

Good interpersonal and communication skills are necessary. Occasional contact with the public may occur. Employee must possess good problem solving skills and the ability to make decisions without supervision in this position. Employee may occasionally encounter problems with scheduling conflicts and citizen complaints. They must also make decisions about prioritizing work assignments and performing the daily duties in the most efficient manner possible. Employee will follow the chain of command in regards to supervision. They will first meet with the supervisors of each specific building cared for. If they do not reach resolution with the supervisor, they may contact the County Commissioners.

### **EDUCATION/EXPERIENCE**

High school diploma or G.E.D. is preferred.

Knowledge of cleaning principles and practices.

Must possess a current Kansas driver's license or ability to get to the work site.

Prior experience cleaning of private homes or businesses is preferred.