

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS - MAINTENANCE

JOB TITLE: CUSTODIAL WORKER II

COMPENSATION: GRADE 10/STEP 4 \$17.47 HOURLY/\$36,338 ANNUALLY-
GRADE 10/STEP 6 \$18.38 HOURLY/\$38,230 ANNUALLY
*SALARY BASED ON QUALIFICATIONS

WORK LOCATION: WORCESTER COUNTY MAINTENANCE DIVISION OFFICE, 6113
TIMMONS RD. SNOW HILL, MD 21863- WITH WORK ACROSS
WORCESTER COUNTY BUILDINGS/GROUNDS,
PRIMARILY AT THE COURTHOUSE.

WORK SCHEDULE: 7:30 AM TO 4:00 PM MONDAY TO FRIDAY.

APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: Under general supervision, performs general cleaning work in County owned or leased buildings and on surrounding grounds.

GENERAL REQUIREMENTS

- Pre-employment background check
- Safety Sensitive position requiring Drug and Alcohol testing
- Subject to emergency call-back with little or no notice
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- General cleaning of interior walls, flooring, windows, doors, ceramic tile, polishing and cleaning of woodwork, cleaning and sanitation of rest rooms including refilling of dispensers etc.
- This position requires a working knowledge of floor cleaning practices for carpet, vinyl composition tile, vinyl sheet flooring, hardwood, porcelain & ceramic tile and marble
- Sweeps steps and walkways
- Cleans rest rooms and maintains supplies
- Takes the necessary precautions as prescribed in the Safety Manual for the safe use and storage of chemicals
- Collects and disposes of trash and wastepaper
- Assists with snow removal tasks as may be required to provide safe entrances to the County facilities
- Assists in moving furniture and equipment
- Participate in required training and perform assignments as trained
- Knowledge of proper safety procedures and PPE utilization at all times to perform

job related duties

- Inventorying, dispensing and maintaining custodial product inventories as needed
- Completes assigned tasks accurately and by established deadlines
- Cross train and back up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres, supports, and enforces Worcester County Government Personnel Rules & Regulations
- Performs all other duties as assigned

QUALIFICATIONS AND SKILLS

- Valid driver's license and driving record of less than 4 points (MD)
- High school diploma or GED plus five (5) year experience in commercial cleaning
- Knowledge of methods, equipment, and materials used to keep buildings and premises clean and orderly
- Ability to follow verbal and written instructions; read street signs; keep records and logs; complete written forms. Ability to apply acquired knowledge to increasingly varied and complex tasks
- Exceptional verbal communication skills necessary to promote a professional, personable relationship with coworkers and the general public. Above-average written communication skills
- Ability to work effectively with little supervision and minimal direction
- Must have a team-oriented work ethic and ability to collaborate
- Ability to work with and carry-out the directive and policies of the County Commissioners and work harmoniously with other officials, agencies, public, and employees
- Ability to work effectively with little supervision and minimal direction

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Heavy Work; Constant viewing and lifting over 10lbs; Frequent walking, bending, stooping, talking, hearing, carrying, pushing, pulling, lifting and moving of objects over 25lbs; Occasionally over 50lbs. Able to operate vehicles, tools, and equipment. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects. Use of power tools and equipment and confined space entry (training is provided). Manual labor tasks that requires exposure to potentially hazardous conditions, such as working with industrial strength cleaning products, climbing ladders, and working in adverse weather conditions.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.