



## JOB DESCRIPTION

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**JOB TITLE:** Janitorial/Housekeeping  
**DEPARTMENT:** Potter County Maintenance  
**SUPERVISOR'S TITLE:** Buildings and Grounds Supervisor  
**JOB CLASS:** Union Class III, Level 2

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### **FULL-TIME Janitor/Housekeeper**

#### **GENERAL DESCRIPTION**

The person in this position is responsible for cleaning County Buildings and performing light maintenance duties as assigned.

#### **ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES**

An employee in this position will be responsible for routine cleaning and sanitization of all county buildings. The individual(s) will be responsible for reporting any hazards or issues to the Maintenance Supervisor immediately. County facilities are constantly changing with occupancy and needs; therefore, this position will require flexibility in performing duties.

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED, TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Cleaning, dusting, sweeping, moping, sanitizing and recycling/trash removal for all county building offices
- Cleaning bathrooms, kitchens and other interior spaces of county buildings.
- Taking inventory of cleaning supplies and equipment
- Ordering supplies and equipment
- Changing light bulbs, hauling trash and delivering products to other county buildings
- Other responsibilities and/or duties as assigned or requested.

#### **QUALIFICATION REQUIREMENTS**

KNOWLEDGE AND ABILITIES:

- Knowledge of cleaning equipment, chemicals, and standard cleaning practices.
- Knowledge of the occupational hazards and safety precautions of the trades involved.
- Ability to exercise care in the use of cleaning materials for different types of building surfaces.
- Ability to learn the materials, methods, and practices used in custodial work.

EXPERIENCE AND TRAINING:

- High School diploma or equivalent.

PHYSICAL REQUIREMENTS:

- Ability to lift, bend, kneel and climb.



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**ADDITIONAL REQUIREMENTS:**

- Possession of a valid Pennsylvania driver's license.

**HOURS:** Monday – Friday Flexible hours needed ½ - 1 hour (unpaid) for lunch  
35-hour work week; Overtime as needed and approved by direct supervisor.

**PAY RATE AND BENEFITS:** Pay rate and benefits are based on the union contract.



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## APPROVAL

**IUE-CWA LOCAL 88612 UNION:**

Steve Kelly Jr.  
Steve Kelly Jr., President

10-10-21  
Date:

Marian Butler  
Marian Butler, Steward

10-10-21  
Date:

[Signature]  
Department Head/Row Offier

**POTTER COUNTY COMMISSIONERS:**

Nancy J. Grupp  
Nancy J. Grupp, Chair

10-15-21  
Date:

Paul W. Heimel  
Paul W. Heimel, Commissioner

10/15/21  
Date:

Barry Hayman  
Barry Hayman, Commissioner

10/15/21  
Date:

**ATTEST:**

Jessie M. Giebel  
Jessica M. Giebel, Chief Clerk

10-15-2021  
Date: