Boone County
Summary of Position Duties

PART-TIME BUILDING & GROUNDS KEEPER

WORK SHIFTS: **Shift #1: 7:30 a.m. to 11:30 a.m.: Monday-Friday (20 hours)**
Or
Shift #2: 11:30 to 3:30 p.m.: Tuesday-Friday And Saturday 7:30 a.m. to 11:30 a.m. (20 hours)

DEPARTMENT: **Landfill and Keep Boone County Beautiful**
LOCATION: **Boone County Sanitary Landfill (Boone)**
REPORTS TO: **Landfill Administrator/Recycling Coordinator or designee**

Board Approval: **April 30, 2008**

STARTING HOURLY RATE: $10.00

DESCRIPTION: This position keeps the landfill grounds, office areas, break room, bathrooms, shops, shed, and storage buildings in clean and orderly condition. Typical duties include: maintain buildings; sweep/mop floors, clean bathrooms, shovel snow, direct traffic, inspect waste loads, power wash equipment; run errands, fuel automobiles, pick-up litter; mow grass/trim weeds and other duties as assigned.

EDUCATION AND/OR EXPERIENCE: A high school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Employee must have a valid Iowa drivers license.

PHYSICAL DEMANDS: While performing the duties of this position, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to ascend and descend hilly and uneven terrain.

WORK ENVIRONMENT: The employee regularly works in outside weather conditions during all seasons. Exposure to cold, heat, snow, wind and rain is anticipated on a regular basis.

OTHER REQUIREMENTS: Selected candidate will be required to take and successfully pass a health physical and drug test prior to commencing work. A driving record report demonstrating their license is valid is also required.

This position is governed by the Boone County Personnel Policy as adopted by the Boone County Board of Supervisors.