

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Seasonal Shelter Crew

POSITION CONTROL NUMBER: **Various**

FLSA STATUS: **N**

POSITION DESCRIPTION

Provides custodial services at shelter houses and bathrooms located throughout the Shawnee County Parks and Recreation system. Maintains bathroom and shelter facilities for patrons and staff to department maintenance standards. Assists with snow removal during inclement weather. Monitors supply inventory and communicates needs to supervisor. Reports necessary facility repairs. Performs other duties as assigned. This position is supervised by the Campground and Shelter Supervisor.

This position is an Intermittent temporary, non-benefits eligible position. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion.

WORK PERFORMED

90% Cleaning and Custodial. Follows schedule of cleaning duties. Sweeps, vacuums, and mops floors. Cleans and sanitizes interior counters, tables, chairs, cabinets, sinks, appliances. Cleans, sanitizes, and stocks restroom fixtures. Dusts fans, vent covers, window sills, furnishings, and wall hangings. Removes marks and blemishes on walls, floors and doors. Cleans windows, door viewing panes, and handles. Empties trash cans, replaces bags, and disposes of trash in outside receptable. Cleans interior walls and baseboards. Picks up trash surrounding facilities and removes cobwebs. Uses power equipment to remove leaves, grass clippings, and snow when applicable.

10% Other Duties as Assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Cleaning products and practices.
- Cleaning equipment such as mop, broom, dust brooms, vacuum cleaner.
- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations for cleaning product use.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.

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PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing			X		Lifting-50 lbs.		X			Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes		X		
Lifting-50 lbs.	X				Twisting		X			Cramped Body Position		X		
Pushing/Pulling	X				Squatting		X			Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing			X		LEGS/FEET					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision				X	Carrying		X			Irregular Surfaces		X		
VOICE					Climbing		X			Moving Objects		X		
Talking				X	Jumping		X			In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-50 lbs.		X			Temperature and Humidity		X		

EQUIPMENT USED

iPad Tablet Computer	Vacuum Cleaner	Leaf Blower
Mop	Snow Blower	Miscellaneous Hand Tools
Brooms	Spreader	County Vehicle

MINIMUM QUALIFICATIONS

Eighteen (18) years of age.

Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to lift fifty (50) pounds.

Must be available to work a wide range of schedules, including evenings and weekends.

Required to pass a pre-employment physical and drug screen and review of driving record.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 9/19
Revision History: 05/25