

Jefferson County Position Description

Name: _____ **Department:** Facilities
Position Title: Central Services Worker **Pay Grade:** 3 **FLSA:** Non-exempt
Date: March 2026 **Reports To:** Building and Maintenance Supervisor

Purpose of Position

The purpose of this position in this classification is to provide mail clerk, courier and general custodial duties for Jefferson County.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Recognizes issues and needs of varying departments and recommends solutions to work cohesively • Assists coworkers on software implementation and assists supervisor with research on products/supplies.
- Accepts and distributes delivered materials, prepares packages for shipping, sorts mail, answers telephone and provides information to visitors.
- Receives, sorts, and delivers mail and packages to/from all County buildings/facilities.
- Empies waste containers; separates and sorts recyclable materials, and coordinates document shredding vendor.
- Cleans counters, dusts and polishes furniture. Cleans handrails. Washes windows and mirrors.
- Scours restroom floors, walls and fixtures.
- Removes ice and snow from walks, building entrances, steps, etc. Assists with lawn care. • Conference / meeting room set-ups and reconfigurations
- Vacuums floors, maintains floor care equipment.
- Launders custodial mops and washcloths.
- Assists maintenance workers with minor maintenance and repair tasks.
- Performs a variety of errands as requested.
- Maintains confidentiality of any private and/or sensitive information obtained in the course of employment.
- Adheres to and promotes safety as a priority in the workplace.
- Maintains dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs all other duties as assigned or as may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Preferred Training and Experience Required to Perform Essential Job Functions Previous custodial experience

Other Requirements – Certificates/Licenses

The successful candidate will be required to submit fingerprints as part of an FBI criminal background check and to complete Security Awareness Training. **Knowledge, Skills, Abilities**

- Thorough understanding of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to keep the buildings clean and orderly.
- Ability to interact with staff and visitors while remaining professional, polite, and courteous.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to effectively present information to customers, or supervisor, and other employees of the organization.
- Ability to maintain confidential information.
- Ability to perform these operations using units of weight measurement, volume, and distance.
- Ability to comprehend simple instructions, short correspondence, and memos.
- Ability to reliably and predictably carry out one's duties.
- Ability to write simple correspondence.
- Knowledge of modern cleaning equipment such as buffers.
- Skill in prioritizing assignments and working independently.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 50 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to vibration.

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The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually moderate to loud depending on activities. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays. Uses personal protective gear and equipment to perform duties.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date
