

CARETAKER

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, is responsible for routine maintenance and care for a County Building requiring constant attendance, i.e. presence on the grounds although not security policing. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Makes minor repairs;

Cleans building;

Operates small heating unit;

Makes preparations and welcomes guests upon arrival;

Keeps simple records;

Answers telephone inquiries.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Familiarity with building cleaning practices and maintenance; familiarity with simple plumbing, heating, and electrical work; ability to meet the public and explain simple rules or policies of the unit; ability to carry out simple written and oral instructions; cleanliness; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Six months of verifiable building cleaning experience.