

Grand Forks County Building and Grounds is accepting applications for a Full-Time Housekeeper (night shift)

Hourly Starting Rate: \$12.94, Paid Semi-Monthly
Plus an Excellent Benefits Package

Grand Forks County is an Equal Opportunity Employer

TO APPLY

A Grand Forks County application must be completed. Applications may be obtained from:

Grand Forks County, Human Resources
151 South 4th Street, 1st Floor
Grand Forks, ND 58201

Or at www.gfcounty.nd.gov

DEADLINE TO APPLY: July 26, 2017 by 5:00 pm.

Applicants seeking Veteran's Preference must submit form DD214 with their application. The top 5-10 candidates will be granted an interview.

Reasonable Accommodations: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Department Office, in writing, at the time of application.

ABOUT THE POSITION

Perform cleaning and custodial tasks in the care of the County buildings.

Typical Duties and Responsibilities:

- Perform general cleaning of offices, workstations and hallways, stairs, polish railings, ledges, window coverings. Empty trash and garbage. Wash and dust office furniture, woodwork and doors.
- Maintain floors, including clean, mop, and buff floors, vacuum, shampoo and spot clean carpets; strip and wax floors. Use various cleaning equipment such as an electric floor-buffing machine. Replace light bulbs.
- Clean, deodorize and replace supplies in lavatories. Clean and restock courthouse closets and lavatories.
- Identify repairs needed and notify management as needed. Perform minor repairs as needed.
- Wash inside and outside windows.
- Maintain grounds, including shoveling snow, sweep sidewalks and steps, pick up debris on grounds.
- Report any hazards or conditions that may result in an accident.
- Perform lock up procedure. Maintain security of various buildings. Lock, shut of lights in appropriate areas, and secure facilities.
- Plan daily and weekly work so that various proceeding are not disturbed and to access areas that are not occupied.
- Assist in various maintenance work, including moving and lifting boxes.
- Perform other duties as assigned and apparent.

Special Requirements: High school diploma or equivalency is required, with knowledge of general cleaning preferred, able to read and write, and follow directions.

Physical Demands

- Tasks involve moderate to heavy physical exertion, such as a combination of climbing, stooping, kneeling, crouching, involving lifting, carrying, pushing and/or pulling objects and materials from 10-25 pounds.

Disagreeable Conditions and Hazards

- This position includes exposure to cleaning chemicals, odors, and related environmental issues to trash collection in an office setting or outdoors, working on wet floors and near heat.
- Accidents are possible in minor injuries, such as abrasions, cuts, bruises; little exposure to health hazards. There is some variation in daily assignments or change in work place and timelines.

GRAND FORKS COUNTY BENEFITS

Retirement: Grand Forks County participates in the North Dakota Public Employees Retirement System (NDPERS) at the rate of 15.26% of your gross salary. Grand Forks County's required contribution is 7.12%. Employees' required contribution is 7%; however, Grand Forks County pays 5% of the 7%, leaving 2% required to be paid by the employee.

Retiree Health Coverage: Grand Forks County contributes 1.14% of your gross salary towards the Retiree Health Insurance Credit.

Deferred Compensation Program: Employees may also defer a portion of their salary into a 457 plan.

Vacation Leave: Full-time, regular employees accrue 8 hours of vacation per month, for the first 3 years of employment.

Sick Leave: Full-time, regular employees accrue 8 hours of sick leave per month.

Personal Leave: After 12 months of service, eligible employees will receive two (2) floating holidays each year.

Holidays: Twelve (12) paid holidays (paid at 8 hours) per year.

Group Health Insurance: Grand Forks County participates in the Blue Saver 100 2600 plan through Blue Cross Blue Shield of North Dakota with a Health Reimbursement Arrangement attached to the health plan.

Dental Plan: Coverage is available for employees and dependents, including orthodontic services for dependent children under age 19. Employee pays 100% of premium costs.

Vision Care: Coverage is available for employees and dependents. Employee pays 100% of premium costs.

Life Insurance: Grand Forks County provides \$7,000.00 of term life insurance.

Pay Days: All employees are paid twice monthly, on or before the 15th and the last working day of the month.

Direct Deposit: All Grand Forks County employees are required to participate in direct deposit.

Discounts: Employees of Grand Forks County are offered discounts at Verizon Wireless and AT&T and reduced membership fees at Choice Health & Fitness and YMCA.