



**JOB POSTING**

**Posting Open: 07/30/2020**

**Closed: 08/13/2020**

**Department: Sheriff's Office**

**Union: AFSCME 2025A**

**Job Classification: General Service Worker 1**

**JOB CLASSIFICATIONS:**

**Grade: 13**

**Salary: \$12.87/ hr.**

**Hours: 40 hours per week**

**Completed applications may be mailed to:**

**Rock Island County Sheriff's Office  
1317 3<sup>rd</sup> Ave  
Rock Island, IL 61201  
ATTN: Captain Hart**

**Or e-mailed to: [application@ricosheriff.org](mailto:application@ricosheriff.org)**

## ROCK ISLAND COUNTY

### CLASSIFICATION SPECIFICATION GRADE 13

TITLE: GENERAL SERVICE WORKER I 01/01/95

**Characteristics of the Class:** Under close supervision performs a wide range of custodial and maintenance tasks involving the use of cleaning equipment and materials. The employee receives specific assignments; the employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions.

#### **Examples of Essential Functions:**

Cleans public areas; sweeps, mops, polishes and vacuums.

Washes walls, windows, woodwork, office equipment and mirrors.

Cleans all rest rooms and fixtures; checks and stocks supplies; ensures that all lavatory installations are operational.

Performs simple maintenance; replaces light bulbs and lavatory fixtures.

Plans and assigns work of court appointed public service workers.

Removes and disposes of all rubbish and trash in designated areas.

Maintains yard and outside areas around building; shovels snow, mows, weeds, rakes and trims.

Performs other related duties as assigned.

#### **Minimum Requirements:**

##### A. Training and Experience

Completion of the eighth school grade supplemented by experience in janitorial or related custodial work, or any equivalent combination of experience and training. Must possess a valid driver's license.

## B. Knowledge, Abilities and Skills

Knowledge of building/office cleaning processes, supplies and equipment.

Ability to understand and carry out oral instructions.

Ability to perform routine custodial duties without immediate supervision.

Ability to work effectively with other employees.

**Physical Requirements:** Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

**Environmental Requirements:** Task may require frequent exposure to adverse environmental conditions.

**Sensory Requirements:** Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.