

**Health Care Building Services Worker**  
**Bargaining Unit: 6**  
**Salary Range 55.6 (\$3,658 - \$4,372/mo.)**

**Definition:**

Under supervision, performs the janitorial services needed to maintain assigned buildings and surroundings in a clean and orderly condition within a health care agency.

Incumbents receive on-the-job instruction and supervision in the performance of job duties. Normal work assignments may be performed in close proximity to county employees and customers around sensitive, specialized equipment and infectious conditions and hazardous waste. Work may be performed within various locations in a pre-designated geographical location and/or during evenings, nights and weekends.

**Essential Functions:**

- Interacts with the public, patients, visitors and other staff in accordance with customer service standards;
- Adheres to standards imposed by regulatory agencies; performs normal work assignments in close proximity to patients, visitors and staff, and to infectious conditions and hazardous waste;
- Cleans and disinfects clinic and laboratory areas without knowledge of the specific diagnosis, which may include human immunodeficiency virus (HIV), tuberculosis, hepatitis, or other infectious or communicable diseases;
- Cleans exam rooms, blood draw room, mobile clinics, laboratory and other special procedure areas to provide a sterile environment
- Performs minor facilities maintenance such as changing light bulbs, painting, moving furniture, and related tasks;
- Drop off and delivery of items to and from storage;
- Pick-up and drop off of County vehicles for maintenance or service;
- Completes tasks with an attitude of teamwork and cooperation in accordance with department procedures and standards;
- Handles and disposes of contaminated trash according to established procedures;
- Maintains and respects patient and customer confidentiality.
- Sweeps, mops, strips and waxes floors and stairways using various types of floor care equipment;
- Vacuums, spot cleans, removes stains and shampoos carpets;
- Empties and cleans trash receptacles and operates trash compactor;
- Cleans, dusts and polishes furniture and woodwork; washes windows, walls, ceilings and a variety of window coverings;
- Cleans and disinfects restroom fixtures and drinking fountains; refills restroom containers and dispensers;
- Disinfects offices, workstations and public areas when an infectious condition has been reported;

- Uses precautionary and protective measures to avoid self-exposure and cross-contamination;
- Assists in setting up, breaking down and moving folding tables; moves and arranges furniture and equipment;
- Turns out lights; locks doors and windows; replaces light bulbs; and reports the need for repairs;
- Moves wheeled furniture racks;
- Carries, erects and climbs folding ladders;
- Lifts folding chairs overhead;
- Pushes a supply cart on wheels;
- Lifts and carries cases of supplies;
- Lifts crowd control turn-style poles in buckets of cement for placement on a cart;
- Performs other related functions as required.

**Employment Standards:**

- Possession of a valid Class C California Driver's License is required for some positions.
- Any combination of training and experience that will provide the following knowledge, skills and abilities:

Candidates may be required to pass a thorough background investigation. Except for minor traffic violations, misdemeanor and felony convictions may be disqualifying.

Incumbents are required to work with a variety of hazardous materials, and may be exposed to infectious waste, noxious fumes, dust and loud noises.

**Knowledge of:** simple arithmetic, including ratios and proportions; knowledge of basic hand tools and electric floor equipment used in janitorial services; ability to follow written and oral instructions; ability to use good body mechanics and follow basic safety practices in the performance of job duties; ability to read and understand labels on containers and supplies.

**Ability to:** communicate effectively with staff, co-workers and supervisors about completed and pending tasks; willingness to work around infectious conditions and hazardous wastes; the ability to interact effectively with patients, visitors and staff and to perform their work duties in a customer service oriented manner; the ability to understand and comply with defined procedures which minimize the possibility of contamination; the ability to understand and comply with cleaning regulations imposed by external regulatory agencies; and the ability to maintain and respect patient confidentiality.

**Supplemental:**

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

DEPARTMENT HEAD

DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

<b>Item #</b>	5647
<b>EEO Code – Job Category</b> A = Official & Administrative      B = Professional C = Technician                              D = Protective Services E = Para Professional                      F = Office & Clerical G = Skilled Craft                            H = Services & Maintenance O = Other	G
<b>Basis of Pay (Bi-Weekly/Hourly)</b>	Bi-weekly
<b>Approved Salary Range</b>	55.6
<b>Rate of Compensation Code</b> 0 = No Provisional    1 = Range & Step 2 = Flat Unit Rate    3 = Flat Hourly 4 = Flat Bi-Weekly	1
<b>Salary Ordinance Code</b> 0 = Elected Officials 1 = Bi-Weekly Salary	1
<b>Job Level Code</b> 1 = Entry                      2 = Intermediate 3 = Supervisor              4 = Executive	1
<b>Bargaining Unit</b>	3
<b>HR Analyst</b>	Michael Johnston
<b>Reviewed By</b>	Michael Goulart
<b>CAO Analyst</b>	Alex Alva
<b>Chief HR Officer</b>	Tracey A. Eldridge
<b>FLSA</b>	Non-Exempt
<b>Civil Service (Yes/No)</b>	Yes
<b>Retirement = General/Safety</b>	General
<b>Creation Date</b>	December 2024