



Janitorial Services Technician I

Department: Public Works

Pay \$20-\$24 per hour

Reports To: Asst. Director of Public Works

Approved Date: 12-19-2023

FLSA Status: Non-Exempt

Non-Regular Part-time

20 Hours max per week

GENERAL STATEMENT OF THE POSITION

Performs a variety of janitorial duties including sweeping, mopping, and general cleaning.

Specific Duties and Responsibilities

Essential Functions and Other Important Duties

- Vacuum and spot clean office carpeted areas and entryways
- Empty all wastebaskets, reline with new bags (if needed), and place all trash in outside dumpster.
- Clean and service all restrooms.
- Dust mop and wet mop floor surfaces.
- Wipe down all surfaces with appropriate cleaners.
- Replenish paper towels, toilet paper and soap dispensers.
- Clean and disinfect all kitchen and breakroom areas.
- All surfaces including appliances should be wiped down.
- Floors should be dust mopped and wet mopped.
- Clean first floor interior and exterior windows
- Clean and disinfect all drinking fountains and door handles.
- Turn off all lights upon exiting each facility.
- Lock all doors upon exiting each facility.
- Contact Assistant Public Works Director for any deficiencies during regular services, including defective plumbing fixtures, electrical problems, burned out lights and/or damage to bulbs.
- Scrub and disinfect showers in all facilities.
- Remove all scuff marks from walls.

Janitorial Services Tech I

- Wipe down furniture in common areas.
- Dust all horizontal surfaces and windowsills.
- Dusts such items as blinds, furniture, file cabinets, and windowsills
- Polishes furniture, metal work, and chrome using appropriate cleaning and polishing compounds.
- Cleans walls and other surfaces.
- Maintains an inventory of cleaning and toiletry supplies.
- Loads and unloads supplies.

Education & Experience

- Basic literacy

Conditions of Employment

- Valid Texas Driver's License and the ability to pass a drug screen and pre-employment criminal background check.

Minimum Qualifications and Standards Required

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit and talk or hear. The employee is frequently required to stand. The employee is regularly required to reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and color vision.

Interpersonal Communication:

Requires the ability to function and communicate with city staff or the general public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Contact Management systems; Internet software; Spreadsheet software and Word Processing software.

Work Environment:

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

The noise level in the work environment is usually moderate but can be noisy as the employee spends a significant amount of time outside the office working on job sites.