

JANITOR I

SUMMARY/PURPOSE:

Maintain a safe, attractive, clean, functional, and pleasant environment for workers and visitors by performing cleaning and custodial maintenance functions in and around City facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):

1. Provide comprehensive cleaning services for City facilities.
2. Clean, dust, sanitize, and in other manners maintain a safe, clean, and welcoming environment in and around City facilities assigned.
3. Maintain spaces and equipment in City facilities assigned in a safe, efficient, and attractive and welcome manner by performing simple custodial maintenance such as replacing light bulbs, replacing filters, replacing broken hardware, and similar.
4. Remove snow, ice, and other impediments and hazards to safe access to the City facilities assigned.
5. Collect and recycle or dispose of unwanted materials.
6. Move, transport, and arrange tables, chairs, office furniture, and other items to provide the required resources at the proper place and time.
7. Ensure security and reduce environmental demands by locking and unlocking doors, turning off lights, closing windows, and similar.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

Education & Experience Requirements

1. One year of verifiable full-time experience performing cleaning and custodial maintenance

Knowledge Requirements

1. Knowledge of applicable safety practices and procedures.
2. Knowledge of basic arithmetic necessary to calculate portions of cleaning materials.
3. Knowledge of the methods and materials used in the cleaning and maintenance of facilities.

Skill Requirements

1. Skill in providing good customer service for people working in or visiting City facilities.
2. Skill in the use of floor maintenance equipment.
3. Skill in cleaning and maintaining various surfaces using a variety of methods.

Ability Requirements

1. Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
2. Ability to communicate verbally and in writing.
3. Ability to read and understand custodial and maintenance equipment manuals.
4. Ability to obtain a valid driver's license if required by the employer.

Physical Ability Requirements

1. Ability to climb ladders to change light bulbs or perform other simple maintenance.
2. Ability to work in dusty, dirty, wet, and cold conditions.
3. Ability to walk, kneel, climb, stand, stoop, crouch, and reach when performing cleaning and maintenance activities.
4. Ability to lift and carry equipment and supplies such as boxes of paper, mop buckets, and furniture weighing up to 55 pounds.

HR: CT	Union: Basic	EEOC: Service/Maint	CSB: 20130709	Class No: 4411
WC: 9015	Pay: 121	EEOF: Sanitation/Sewage	CC: 20130715	Resolution: 13-0377R