



**Essential skills required to perform the work:**

- Proper cleaning techniques
- Ability to follow written and verbal instruction
- Proper lifting techniques
- Basic computer skills
- Ability to work in a team or independently
- Ability to meet deadlines
- Organization and time management skills
- Ability to work safely with cleaning products
- Ability to handle varying sequence of duties

**Machines, Tools, Equipment, Electronic Devices, and Software Required:**

- Uses hand tools
- Uses cleaning equipment including buffers, carpet cleaners and floor machines
- Uses basic grounds equipment including lawnmowers, weed eaters, shovels, rakes and snow blowers
- Utilizes computer, energy management software and phone devices

**Physical and Mental Requirements****Physical Job Requirements:**

- Position requires pulling, stooping, climbing, crawling and kneeling
- Position requires extended periods of time on feet
- Position requires frequent lifting up to 40lbs, occasional lifting up to 75lbs and use of assistive lifting techniques for anything over 75lbs
- Position involves repetitive motions
- Position involves listening, speaking clearly and visual acuity

**Mental Job Requirements:**

- Position requires organization and prioritizing tasks to meet deadlines

- Position requires maintaining concentration and paying attention to operation of equipment
- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position requires flexibility and taking direction from multiple people
- Position requires hand and eye coordination

**Hazardous Working Conditions:**

- Exposure to dirt, dust and fumes
- Exposure to blood and bodily fluids
- Exposure to varying weather elements
- Exposure to heights
- Exposure to chemicals
- Night and evening hours may be required
- Travel to other buildings may be required

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.