Job Description: SERVICE WORKER – FACILITIES

PAY GROUP: 5

EEOC CATEGORY: Service/Maintenance

FLSA: Nonexempt

SUMMARY OF POSITION:

Ensures that the facilities are maintained in a neat and orderly fashion by performing routine cleaning tasks and assists other city personnel in setting up and cleaning facilities when required.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Facilities Manager.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other city employees and occasionally with the general public.

EXAMPLES OF WORK:

Essential Duties*

Opens City Hall each day;

Operates a vacuum cleaner and hand cleaning apparatus;

Clean windows, doors, floor, water fountains, and furniture;

Cleans and sanitizes restrooms;

Strips; waxes, and polishes floors as needed and instructed;

Changes out light bulbs;

Assists with event set-up and breakdown;

Empties and cleans waste receptacles and properly disposes of trash;

Maintains outside areas by sweeping and picking up trash;

Makes simple repairs to windows, doors, shelves, and furniture;

Performs simple maintenance tasks;

Answers telephone when required;

Maintains supplies in bathrooms and office utility rooms;

Sets up marquee using specialized equipment, including, but not limited to, ladder and basic electrical equipment;

Delivers office supplies and other materials from Purchasing Department to other City buildings;

Observes all safety rules and procedures; and

Other Important Duties*

Performs such other duties as may be required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to: use chemicals.

Physical Ability to: lift and maneuver up to 65 lbs. (i.e., office supplies, cleaning supplies, equipment, etc.); climb and maintain balance on ladder; and do repetitive bending and kneeling.

Ability to: follow oral and written instructions; learn to use janitorial equipment and supplies; make minor repairs; and maintain Texas driver's license (applicable to job responsibilities) and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING:

Sufficient education to follow and understand instructions.

CERTIFICATES AND LICENSES REQUIRED:

State of Texas Class C driver's license or available alternate means of transportation approved by the Supervisor.