

Job Title:	Maintenance Worker	Position Type:	Full-Time / Non-Exempt
Division:	Woodway Family Center	Department:	Community Programs

Description of Work

ROLE AND RESPONSIBILITIES

General Definition: The Maintenance Worker provides a clean, safe, and inviting environment for citizens and visitors of the City's buildings and facilities.

Supervision Received: Work is performed under the direct supervision of the respective Director/Superintendent of each building being cleaned: WFC, Whitehall, and Pavilion.

Supervision Exercised: None

Examples of Duties: Performs routine cleaning to include emptying waste containers, cleaning restroom facilities, mopping floors, vacuuming and extracting carpets, dusting, and washing windows. Performs routine janitorial checks on all city buildings. Performs facility maintenance and multitude of semi-skilled tasks using brooms, mops, and chemical cleaners. Handles and cleans bio-hazards. Restocks custodial closets and restrooms with supplies regularly.

Communicates effectively with supervisors, co-workers, and others (internally and externally) in order to provide, exchange, or verify information, answer inquiries, address issues, or resolve and/or report problems or complaints. Maintains confidentiality with regard to all City business.

MINIMUM QUALIFICATIONS

Knowledge: Good working knowledge of all phases of custodial work including, but not limited to: vacuuming, sweeping, dusting, mopping, and sanitizing. Working knowledge of appropriate safety measures and precautions to exercise in handling chemical cleaning agents.

Skills: Any equivalent combination of education, training, and/or experience that provides the required knowledge, skills, and abilities.

Abilities: Demonstrated ability to read and comprehend standard English. Ability to develop and ensure that all safety procedures are followed. Ability to work occasional overtime and attend meetings as needed and be flexible so as to handle other assignments by supervisors. Ability to work independently. Ability to effectively communicate with City personnel with whom position interacts. Ability to effectively manage time required to accomplish multiple tasks.

Must be able to pass finger printing and background check. Additionally, employee will need to go through CGIS training in order to service the Public Safety Building.

Education: A minimum of a high school graduate or GED.

Experience: A minimum of six (6) months of experience in custodial experience.

Any work-related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver's license and driving history acceptable to the City.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.

Job Description:	Custodian	Revised:	May 22, 2023
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