



CITY OF RIO COMMUNITIES JOB DESCRIPTION

Position: Janitor
Status: non-exempt

Characteristics:

The successful candidate must have high energy, be willing to learn, and the ability to achieve high standards for the City of Rio Communities. This position requires working directly with the City Manager or the designee of the City Manager.

General Statement of Duties:

Performs a variety of entry level duties related to the general cleaning and minor maintenance of the City Hall building on both the interior and exterior of the property.

Typical Functions:

- Follows all personnel policies and procedures as set forth by the City of Rio Communities.
- Work safely always in every task
- Maintain the restrooms and mopping the floors, scrubbing the toilets and sinks, emptying the trash, and refilling all dispensers of toilet paper, paper towels, soap, and hand sanitizer.
- Clean, as needed prior to vacuuming each office area and public area.
- Sweep and mop the tile areas in the kitchen, multipurpose room, public walkways, etc.
- Empty all trash cans throughout the building and grounds, including the kitchen and the exterior trash cans at the front entrance and the back walkway, and place all collected trash into the dumpster near the rear of the building.
- Clean all mops and brooms after use and store in designated locations. Mops must be bleach cleaned at the end of each week or prior to extended storage.
- Place dry dirty towels in available receptacle and inform supervisor when receptacle is full and in need to be washed.
- Wipe down door handles, doorknobs, and door panels daily.
- Replace interior light bulbs when needed. Report any missing or broken items to supervisor.
- Advise the Municipal Clerk of any janitorial items that may be running low or need to be replaced.
- Possess the ability to work well with the public; ability to read and understand work orders.
- Ability to maintain confidentiality.

Non-Essential Duties:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimal Qualifications

- Able to perform work functions with limited or little supervision.
- High School diploma or equivalent.



Physical Demands:

- Standing/walking, approximately 99% of the time on the clock
- Lifting up to thirty (30) pounds on a regular basis, approximately 25% of the time.
- Lifting up to 60 pounds, approximately 5% of the time
- Reaching above the shoulders, approximately 15% of the time.
- Climbing and standing on ladders up to 10 feet high, approximately 5% of the time.
- Hand strength to grip mops, vacuum, scrub brushes, chairs, trash cans, etc.
- Hand dexterity/twisting for changing light bulbs, scrubbing, wiping, etc.
- Pushing/pulling of mop, vacuum, broom, etc., approximately 70 % of the time.

Environmental Conditions:

- Exposure to cleaning chemicals used on floor, toilet bowls, sinks, mirrors, etc.
- Exposure to weed killers, paints, oils, and greases.
- Exposure to gases from any, and all, chemicals, and lubricants.
- Exposure to blood in waste containers and/or trash cans.
- Broken glassware and bottles will be present in the trash or on the floor.
- Wet, slippery floors daily.
- Icy/snowy sidewalks when outside during winter months.
- Noise levels normally below 85 decibels but, may have rate occasions of alarms exceeding 100 decibels.

Supervision:

Work is performed under the direct supervision of the City Manager or the designee of the City Manager. Independence of action is stressed in general performance of duties.

Pre-Employment Requirements:

Must be able to successfully pass a drug screen and background check.

Compensation Type: Hourly position, paid every two weeks.

Exemption Status: Non-Exempt.

Salary: Starting salary is negotiable depending on qualifications, education, and training in related fields. Compensation is determined yearly by budgetary process. The City worker shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.

I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.

Print Employee Name

Employee Signature

Date