



IN THE LANE || ONLINE || ENCORE EVERY WEDNESDAY

JOB TITLE: Maintenance

Hourly

JOB DESCRIPTION

Perform routine and extensive range of work in the repair and general maintenance of facilities, buildings, and equipment under general supervision.

RESPONSIBILITIES

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- Clean laboratory equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning equipment.
- Drive vehicles required to perform or travel to cleaning work, including vans, industrial trucks, or industrial vacuum cleaners.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Operate heavy equipment such as Bobcat and Boom Lift.
- Roof patching.
- Concrete Work.
- Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.

- Spray insecticides and fumigants to prevent insect and rodent infestation.
- Various other job duties as asked by supervisor.

COMPETENCIES/SKILLS

- Effective communication (written and verbal) and interpersonal skills required.
- Ability to work in a high performance, fast-paced team environment.
- Ability to adapt to and work effectively within a constantly changing environment.
- Organization
- Energy Level
- Persistence
- Product Knowledge
- Ability to use efficiently various power and hand tools

PHYSICAL DEMANDS

- Ability to sit or stand for prolonged periods of time
- Ability to perform repetitive tasks; manual dexterity
- Vision abilities required include close, distance and depth perception
- Lifting of 50 pounds, possibly more dependant of the project
- Ability to walk long distance
- Work in the outside elements: rain, snow, sleet, heat, etc.

I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or HR Administrator.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Employee Print Name: _____

Employee Signature

Date