



**JOB ANNOUNCEMENT
CITY OF TROY, AL
INTERNAL/EXTERNAL**

CLASSIFICATION TITLE: FACILITIES MAINTENANCE WORKER – City Hall

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 06/21/17

CLOSING DATE: 06/28/17

PAY RATE: SKILL LEVEL 5

SUMMARY DESCRIPTION:

Under supervision, this classification cleans and performs basic maintenance for City Hall. Work is performed under the immediate supervision of the General Manager of Utilities.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

DAILEY CLEANING:

1. OFFICES.

- a. Empty wastebaskets. Replace all obviously soiled or torn liners in wastebaskets. Wastepaper and trash will be put into trashcan/dumpster in the main disposal area.
- b. Vacuum all carpets.
- c. Dust mop tile and wooden floors to remove all foreign matter and oil or spillage.
- d. Clean, disinfect with germicidal detergent solution and polish drinking fountains.
- e. Employees break room. Tile floors are to be damp mopped, counter/table top and sinks are to be kept clean.
- f. Supply closets are to be kept clean and neat at all times.
- g. Perform related duties as required.

2. RESTROOMS.

- a. Empty all containers and disposals.
- b. Clean mirrors.
- c. Clean and disinfect with a germicidal detergent solution and appropriate cleaning brush, etc. all wash basins, commodes, toilet seats, urinals and adjacent surfaces.
- d. Remove splash marks from walls around wash basins and urinals.
- e. Wet mop restroom floor using a germicidal detergent solution.
- f. Empty and sanitize interior of sanitary napkin container.
- g. Performs related duties as required.

3. LOBBY AREAS.

- a. Dust/Damp mop floors.
- b. Vacuum entrance mats and lobby.
- c. Dust and clean entrance glass.
- d. Perform related duties as required.

4. ELEVATOR.

- a. Clean all interior surfaces of the elevator car and polish all bright metal surfaces.
- b. Vacuum carpet.

5. STAIRWAYS.

- a. Vacuum/sweep/damp mop carpet and tile areas.

WEEKLY CLEANINGS:

1. OFFICES AND CONFERENCE ROOMS.

- a. Thoroughly dust all horizontal surfaces, including all available desk tops, tables, file cabinets, window sills, chairs, ledges, etc.
- b. Thoroughly dust all vertical surfaces, including all available desk tops, tables, file cabinets, window sills, chairs, ledges, etc
- c. Remove fingerprints from desktops, doors, windows, light switches, etc.
- d. Dust and wipe all telephones, computers, or other office equipment.
- e. Dust from all hard to reach areas such as tops of high cabinets, picture frames, baseboards, light fixtures and any other areas not serviced daily.
- f. Vacuum carpet.
- g. Wash out trash receptacles using a disinfectant.
- h. Clean and polish all bright metals.
- i. Clean all glass in doors, both sides.
- j. Sweep floors in stairwells.
- k. Perform related duties as required.

2. RESTROOMS.

- a. Clean towel cabinet covers.
- b. Remove fingerprints from stall doors.
- c. Clean entrance doors.
- d. Spot clean metal partitions and polish bright metal work.
- e. Wash out trash receptacles using a disinfectant.
- f. Clean exterior of plumbing under sinks.
- g. Wash and sanitize exterior of all containers in the restrooms.
- h. Perform related duties as required.

3. LOBBY ENTRANCES AND CORRIDORS.

- a. Dust ledgers and moldings.
- b. Clean and polish metal work on entrance doors.
- c. Perform related duties as required.

4. COUNCIL CHAMBERS. (Each Monday)

- a. Thoroughly dust all surfaces.
- b. Sweep and damp mop floor.

MONTHLY CLEANINGS:

1. OFFICES AND CONFERENCE ROOMS.

- a. Remove noticeable accumulations of dust on chair bottoms, base of coat racks, bottom of computer stands, doors, etc.
- b. Clean and sanitize telephones.
- c. Clean window sills and blinds.
- d. Vacuum all fabric furniture.
- e. Perform related duties as required.

2. RESTROOMS.

- a. Dust and or vacuum vents in ceiling.
- b. Perform related duties as required.

3. STAIRWAYS.

- a. Wipe down handrails.

SEMI-ANNUAL CLEANINGS:

- a. Clean light fixtures thoroughly.
- b. Dust all blinds.
- c. Clean all baseboards thoroughly.
- d. Perform related duties as required.

CLEANING SUPPLIES/EQUIPMENT:

- a. Responsible for communicating cleaning supply needs to General Manager of Utilities to ensure that cleaning supplies, etc. are stocked at all times.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of basic methods, materials, equipment and tools used in custodial work and maintenance.
- Knowledge of safe work practices.
- Knowledge of operational characteristics of cleaning equipment and materials.
- Knowledge of safe use and storage of cleaning chemicals.
- Knowledge of occupational hazards and standard safety practices.
- Ability to perform a variety of custodial tasks.
- Ability to operate power and manual janitorial equipment.
- Ability to work independently in the absence of supervision.
- Ability to interpret written instructions and warning labels on cleaning chemicals.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

- A. High school diploma or GED.
- B. Must possess a valid Alabama Driver's License.
- C. Subsequent to job offer, must submit to and pass a pre-employment physical, and drug and alcohol screening.
- D. Subsequent to job offer, position subject to satisfactory background check.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Tasks require the ability to exert moderate or light lifting; walking or standing for prolonged periods of time; bending, stooping, kneeling, crawling; operating motorized equipment and vehicles. Sight in the normal visual range with or without correction; vision sufficient to read printed documents and to operate equipment. Hear in the normal audio range with or without correction.
Supervisory Control
The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of semi-skilled and skilled manual labor. The environmental extremities and ability to read and following product labels contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to provide custodial support to the Troy City Hall, and to act under the supervision of the General Manager of Utilities. Success in this position results in greater effectiveness of the Troy City Hall processes and services.
Personal Contacts
Contacts are typically with employees, co-workers, vendors, and members of the general public.
Purpose of Contacts
Contacts are typically to order products and provide services.
Work Environment
Indoor and outdoor environment; travel from site to site; exposure to waste and infectious materials, noise, dust, grease, smoke, fumes, gases, and toxic materials.
Supervision Exercised
None

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

Successful applicant is required to pass physical examination and pre-employment drug & alcohol screening. Position subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

Human Resources Department
301 Charles W. Meeks Ave. | Troy, AL 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL
REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

The City of Troy is a Equal Opportunity Employer.