

CITY OF NOME, ALASKA
Job Description

Janitor
Building Maintenance Department

Range: 9

Department: Building Maintenance

Reports to: Building Maintenance Supervisor

Supervises: None

Approved by: 

Date: 05/27/2004

Status: Non-Exempt

Summary:

Under immediate supervision and with detailed guidelines, is responsible for keeping office building in clean and orderly condition and minor maintenance of buildings and adjacent grounds by performing the following duties.

Essential Duties and Responsibilities:

Sweeps, dusts, mops, strips, waxes and buffs floors; washes walks, doors, walls, fixtures and furniture; vacuums and shampoos carpeting.

May be required to set-up, arrange and take-down tables, chairs, platforms, portable fixtures and furniture.

Rakes and picks up trash from grounds.

Contributes to building security by closing and locking windows and doors.

Cleans and sanitizes restrooms, including bowls, sinks, floors and walls; keeps bathrooms stocked by replacing tissue, paper towels and soap in dispensers.

Cleans windows; cleans kitchen areas and water fountains.

Maintains and makes minor adjustments to janitorial equipment according to manufacturer's recommendations.

Maintains written reports of cleaning schedules, equipment maintenance and supplies inventory.

May do incidental driving of passenger vehicles and light trucks to deliver supplies and equipment; loads and unloads trucks.

Empties trash and garbage containers.

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.

Clean and sweep outside walkways; picks up debris.

Performs other related duties as required.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); and six (6) months related experience and/or training. Valid Alaska driver's license is required.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, talk or hear, and taste or smell.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities

required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

Work Schedule: The employee will be required to work after hours, coordinating with the different department heads to minimize the intrusion of cleaning. The employee's schedule is determined by the City Manager or the designee of the City Manager.