

City of Yukon - General Employees Pay Plan

Laborer I Property Maintenance

Job Description

Exempt: No
Department: Labor I - Janitorial
Reports To: Property Maintenance Supervisor
Location: 12 S. 5th Yukon, Ok. 73099
Date Prepared: May 05, 2012
Date Revised: November 25, 2013

GENERAL DESCRIPTION OF POSITION

Janitorial - Cleaning of City Buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Clean restrooms including but not limited to toilets, urinals, sinks, faucets, counters, floors and mirrors. This duty is performed daily.
2. Remove trash from all areas of buildings including offices, restrooms, break areas, kitchens, copies room, etc. This duty is performed daily.
3. Clean all flooring including sweeping, moping, vacuuming, buffing as well as sweeping sidewalks and steps outside of building. This duty is performed daily.
4. Dusting all surfaces including desks, file cabinets, pictures, window sills, blinds and cobwebs. This duty is performed daily.
5. Clean light fixtures, exhaust vents, air vents, windows inside and out. This duty is performed monthly.
6. Minor repairs but not limited to replacing light bulbs and painting. This duty is performed as needed.
7. Maintain inventory of cleaning supplies for City Buildings. Keep each building stocked as needed. This duty is performed daily.
8. Daily paperwork, example list of job completed. This duty is performed daily.
9. Delivery of cleaning supplies to various buildings. This duty is performed as needed.
10. Cleaning sidewalks and spreading ice melt at buildings during snow and ice events. This duty is performed as needed.
11. May be asked to help out / work special events. This duty is performed as needed.
12. Required to return to work for emergencies. This duty is performed as needed.
13. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 0 to 6 months related experience or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out simple multi-step instructions. Ability to deal with standardized situations with limited variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Oklahoma drivers license
High School Diploma or GED

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

1 to 2 years janitorial experience.
Some computer knowledge - excel, word.

SOFTWARE SKILLS REQUIRED

Not indicated.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations

which conform to clearly established patterns and modes.

SUPERVISORY RESPONSIBILITIES

No supervision.

Supervises the following departments: none

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to work in high, precarious places, fumes or airborne particles, outdoor weather conditions, risk of electrical shock, vibration. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Highly repetitive, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to stand, reach with hands and arms; regularly required to walk, use hands to finger, handle, or feel, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; and occasionally required to sit, taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

May be required to work overtime, holidays as needed.

Job Description Acknowledgement

I acknowledge that I have read the Job Description for this position and understand the requirements, responsibilities, and duties therein. I have reviewed this Job Description with my supervisor and can perform the essential functions of the position. I have discussed any questions I may have had about this Job Description prior to signing this form.

Employee Name(printed): _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____