

**JOB DESCRIPTION FOR RECREATION FACILITY MAINTENANCE**  
**EMPLOYEE**

DEPARTMENT: COMMUNITY CENTER      SALARY RANGE: \$12.00 - \$13.00/HOUR

Title of Department Head: Public Works Director

**MAJOR DUTIES:**

- All types of janitorial work including mopping, cleaning, sweeping, disinfecting, scrubbing, dusting, waxing and buffing floors and cleaning carpets.
- Performs minor type repairs on doors, windows, plumbing and electrical appliances
- Using hand tools such as wrenches, sockets, hammers, screwdrivers, shears, mops, and brooms and other similar types of hand tools.
- Operates power tools such as drill motors, vacuums, buffing machines, carpet cleaners, lawn mowers and weed trimmers.
- Works outside landscaping the property including mowing and trimming grass and shrubbery.
- Washes and cleans windows and walls
- Painting, caulking and some tile work may be necessary
- Removes trash and shredding from all offices out to dumpster
- Assist in setting up events, water slides, booths, signage, etc.
- Assist in operating sound system.
- Event Monitoring
- Assist with Food Banks and weekly meals.
- Follow all safety rules
- Follow the City's Personnel Policy
- Follow department policies
- Performs other related duties as assigned

**JOB COMPLEXITY:**

- Performs recurring manual tasks of average difficulty involving landscaping and janitorial work.
- Performs routine and repetitive physical tasks requiring adherence to department safety rules and procedures
- Subject to limited work outside in weather elements.
- Risk of personal injury including but not limited to cuts, bruising and abrasions
- Must be able to lift and or carry 50 or more pounds
- The job may require all forms of physical activity including stooping, bending, lifting, climbing and crawling.
- Involves contact mostly with household chemicals but could involve being around certain potentially hazardous chemicals.

**RESPONSIBILITY:**

- Responsible to stock janitorial products in storeroom.
- Responsible to inventory janitorial supplies and order supplies when needed.
- Responsible to clean and maintain building.
- Functions closely with all departments of the city
- Receives daily work assignments from Co-Directors under the final authority of the Public Works Director or his/her designee.

I HAVE READ THIS PAGE \_\_\_\_\_  
(Employee Initials)

- Follow safety rules especially concerning working in and around chemicals
- File daily reports of work performed on forms provided

### **IMPACT OF WORK**

- The nature of duties performed necessitates employee getting dirty and possibly exposed to disease causing bacteria daily in order to keep building clean, disinfected and presentable to the public and to the employees.
- The nature of duties also avoids unwarranted expenses to the City that could easily have been avoided

### **COMMUNICATIONS/PUBLIC CONTACT**

- Public contact with patrons, entertainers and volunteers.
- Personal contact with fellow employees

### **SUPERVISION**

- Answers daily to the Co-Directors under the authority of the Public Works Director or his/her designee.
- No supervision over other employees

### **WORK HAZARDS**

- Heavy lifting involved frequently
- Extreme caution must be taken in working with all various types of equipment used in avoiding injuries
- Extreme caution in cleaning restrooms and in maintaining sanitary conditions of building.
- Work with certain chemicals such as commercial cleaners, lubricants and other such chemicals.  
**Always follow the M.S.D.S. sheets when working with any chemical**
- **Use protective safety equipment issued including, but not limited to hard hats, eyeglasses, shields, air respiratory protection, gloves and ear plugs.**

### **KNOWLEDGE/SKILLS/ABILITIES**

- Ability to follow safety rules and regulations
- Ability to perform physical tasks and handle heavy lifting
- Ability to understand and follow oral instructions
- Ability to read and write
- Ability to read and understand M.S.D.S. sheets provided for by the manufacturer

### **CONDITION OF EMPLOYMENT**

- Subject to Criminal History Background Record Check
- Must have High school diploma or GED
- janitorial experience
- Must pass physical
- Must pass back lift test
- Be in good physical condition
- Must pass Drug Screening
- Good driving record if operating city vehicles or equipment is required

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\_\_\_\_\_ (Employee Initials)

**APPLICANT VERIFICATION:**

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **without a reasonable accommodation**.

\_\_\_\_\_  
Signature of Applicant or Employee

Date: \_\_\_\_\_

**APPLICANT VERIFICATION WITH REASONABLE ACCOMMODATIONS:**

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **with a reasonable accommodation** as provided for below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Employee

Date: \_\_\_\_\_

**INTERVIEWER OR SUPERVISOR AFFIDAVIT:**

If applicable, reasonable accommodations can be provided for as stated above:  Yes  No  
Provide reason reasonable accommodation cannot be provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature) (Printed Name)

Date: \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
Department Head Printed Signature

Date: \_\_\_\_\_

I HAVE READ THIS PAGE \_\_\_\_\_  
(Employee Initials)