



BUILDING MAINTENANCE

Position Summary: This position is responsible for following the direction of the Facilities Manager to maintain the overall cleanliness and maintenance of all building facilities, including inside and outside lighting, and gardening and all grounds up-keep.

Reporting Relationship: This position reports to the Facilities Manager.

Major Functional Responsibilities:

- Gather and empty trash.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Service, clean, or supply restrooms.
- Dust furniture, walls, machines, or equipment, as applicable.
- Clean and polish furniture and fixtures.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications and utilize proper chemical hygiene protocols.
- Strip, seal, finish, and polish floors, when required.
- Move furniture, equipment, or supplies, either manually or by using hand trucks.
- Steam clean or shampoo carpets.
- Set up, arrange, or remove decorations, tables, chairs, ladders, or scaffolding to prepare facilities for events, such as banquets or meetings.
- Remove snow from sidewalks, driveways, or parking areas, using snowplows, snow blowers, or snow shovels, or spread snow melting chemicals.

Supervisory Responsibilities: None

Work Environment/Physical Demands:

Work for this position takes place in a normal office and plant environment as well as all inside and outside areas of the facility. Special physical demands include ability to access building systems and equipment as needed, including hands on maintenance duties and able to lift and carry at least 40 pounds. This position requires hours of lifting, standing, walking, bending, etc. for cleaning and maintaining the facility.

Competencies Desired:

1. Knowledge of effective building maintenance practices and methods.
2. Knowledge of proper Chemical Hygiene Practices.
3. Ability to follow directions.