CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE: Janitor/Security

DEPARTMENT/DIVISION: Public Works Department/City Property

PAY GRADE/HOURS: Grade M23
40-hour work week

UNION: Local 670, RI Council 94, AFSCME, AFL-CIO

POSITION SUMMARY: Under the immediate supervision of City Hall Maintenance Specialist, the Janitor/Security performs cleaning work in public buildings and grounds, protecting public property from fire, vandalism and theft, and does related work as required.

JOB DUTIES:

- Sweeps, cleans and waxes floors, and vacuums all carpeted areas.
- Cleans restrooms and fixtures.
- Dusts and polishes furniture.
- Empties waste baskets, recyclables and other trash.
- Washes windows and dusts books and shelves.
- Assists inmoving furniture and heavy supplies.
- Fix minor plumbing leaks and drain blocks.
- Identify and report possible repairs such as lightings, chairs, tables, doors and fixes such repairs when possible.
- Responsible for grounds around the building by cutting of grass and trimming of shrubbery using mowers and hand powered trimmers, and cleanup of leaf and brush.
- Snow removal of walkways and entranceways.
- Requisition of supplies and equipment needed for cleaning and maintenance duties.
- Maintain security during the day.
- Mail delivery to and from City Hall.
- Performs other related duties as assigned.

QUALIFICATIONS: A high school diploma or a GED equivalent, is required. Must have some experience in janitorial work.

KNOWLEDGE, SKILLS, AND PERSONAL QUALITIES: Ability to perform reasonably heavy manual work. Industry, thoroughness, courteous and dependable.

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 required to sit, talk or hear. The employee frequently is required to stand; use hands to finger, handles or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, and ability to 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.