

MAJOR FUNCTION

This is entry level manual work performing housekeeping and custodial assignments in City buildings and associated premises. Employees in this class perform a variety of duties involving cleaning and minor maintenance of buildings. Duties involve performing manual duties such as sweeping, cleaning, mopping and waxing; scrubbing and polishing lavatory fixtures and mirrors; and replenishing lavatory supplies. Work may involve the moving or lifting of heavy objects or equipment. Instructions from supervisors are specific in nature and work is subject to close inspection during progress or upon completion for attainment of established standards of cleanliness.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Sweeps and mops floors; cleans, waxes, and buffs vinyl-tile floors; washes windows and polishes furniture; dusts woodwork, furniture and other articles; collects paper and rubbish; mows lawns; cultivates trees and shrubs and performs a variety of other ground tasks; makes minor repairs to, equipment and furniture. Sets up rooms for meetings and special events. Performs related work as required.

Other Important Duties

May provide routine security for assigned building in evenings or on weekends. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Some knowledge of building cleaning practices, supplies and equipment. Ability to use equipment and supplies economically and efficiently. Ability to understand and follow simple oral and written directions. Ability to develop and sustain relationships conducive to successful work performance.

Minimum Training and Experience

Ability to follow oral or written instructions.

Necessary Special Requirements

In accordance with FAR 107.11 (f), employees assigned to the airport must successfully complete a security and personnel background check prior to employment.

Police Department: Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

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