

CITY OF TAFT
Extra Help Janitor/Maintenance Aide

\$12 PER HOUR

GENERAL PURPOSE

The Extra-help Janitor/Maintenance Aide has responsibility for performing a variety of tasks related to janitorial, maintenance of city building, facilities and grounds, and community clean-up. This classification is for extra-help positions used by the City of Taft Police Department and Taft Modified Community Correctional Facility (MCCF) seasonally as needed. Employees may work a variety of assignments as needed and will work less than 30 hours per week for a limited duration. Employees in this classification have no guarantee of hours and are not entitled to receive any City benefits with this position.

SUPERVISION RECEIVED

Works under the general supervision and direction of the Chief of Police.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position performs semi-skilled, and manual work and small equipment operation in the maintenance of city facilities and grounds, janitorial and community clean-up. Duties may include, but are not limited to the following:

- Performs tasks such as sweeping, moping, and scrubbing floors, dusting, waxing, vacuuming, window washing, cleaning restrooms, emptying and cleaning waste receptacles, and general cleaning of buildings and grounds; including parks and recreational facilities.
- Cleans, maintains and repairs landscape areas, fences, walkways, and facilities including planter areas, parking lots and removes trash from facilities.
- Operate equipment such as push mowers, edger's, weed eaters, blowers, rakes, brooms, shovels, hoes and other maintenance tools and equipment and vehicles.
- Cleans and maintains equipment and tools to include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, and cleaning shop/work areas.
- Assists with maintenance and repairs of buildings, fixtures and related equipment including; carpentry, plumbing, painting, concrete and electrical tasks.
- Assists with maintenance and repairs of water lines and associated facilities, such as drinking fountains, irrigation and sprinkler systems.

- Assist with community clean-up and graffiti removal.
- Mows, trims, weeds and prunes landscaped areas; waters grounds and various areas by hand and may plant lawns, trees, shrubs, hedges and flowers.
- Performs other duties as assigned or as the situation dictates within the scope of this classification.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma (or GED equivalent); and one (1) year experience and/or training involving maintenance and/or grounds keeping (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Possession of a valid state driver's license.

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City.

Necessary Knowledge, Skills and Abilities:

- The ability to operate and maintain common grounds and maintenance tools, maintain safe environments, communicate courteously and cooperatively with other staff and the general public and work in an individual situation with minimum supervision.
- Effectively communicate orally and in writing.
- Follow supervisor's instructions correctly with minimal follow-up guidance.
- Perform heavy manual and semi-skilled labor
- Repetitive motion, sitting and or standing for long periods, walking.
- Occasional pushing, pulling, bending, squatting, climbing.
- Lifting – Frequently 25 pounds or less; occasionally up to 100 pounds.
- Frequent color perception and use of eye/hand coordination.
- Occasional use of depth perception and peripheral vision.
- Methods, tools, materials, and equipment used in grounds, park, and recreational area maintenance and janitorial work.
- Safe work practices.
- Skillfully use hand and power tools required in general grounds and janitorial work.

TOOLS AND EQUIPMENT USED

Mops, vacuums, buffers, and various janitorial tools and supplies; Mowers, edger's, weed eaters, blowers, rakes, brooms, shovels, hoes and other related grounds maintenance tools and equipment; may need to use ladder or scaffolding.

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.

Heavy physical labor including both indoor and outdoor work is required. While performing the duties of this job, the employee regularly required to stand or walk; use handles, lift, move, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

The employee must occasionally drive to job sites.

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.

The employee regularly works in outside weather conditions, and may be frequently exposed noise; contact with dirt, dust, indoor/outdoor cold and heat, wet and/or humid conditions. The employee frequently works near moving mechanical parts and is occasionally exposed to fume or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

SELECTION GUIDELINES

City of Taft application and resume required rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.