



JOB DESCRIPTION

Job Title: Facilities Janitorial Technician - PT	Salary: \$15.88-19.85 per hour
Department: Facilities Management	FLSA Status: Non-Exempt
Effective Date: 12/13/2022	
Revision Date: 12/13/2022	

GENERAL PURPOSE:

The Facilities Janitorial Technician is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that buildings and facilities are maintained in a healthy, safe and sanitary manner.

Supervision Received:

Works under the supervision of the Facilities Management Director.

Supervision Exercised:

None

Example of Duties:

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Clean blinds.
- Dust furniture, walls, machines, and equipment.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.

- Monitor building security and safety by performing such tasks as locking doors after operating hours.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks on an incidental basis.
- Notify supervisors concerning the need for major repairs or additions to building operating systems.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Attend to after-hours emergencies when necessary.
- Perform other related duties as required.

Minimum Qualifications :

- Graduation from high school. (Preferred)
- Experience in above related duties.
- Must possess a valid Utah drivers license.

Essential Functions, Knowledge, Skill and Abilities:

- Knowledge of standard cleaning procedures, chemicals, products, and equipment.
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
- Ability to work independently under little supervision.

San Juan County is an equal opportunity employer and encourage women, minorities and the disabled to apply.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ **have reviewed the above Job Description.**

Date: _____