



HUMAN RESOURCES

# POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

**Job Title:** Janitorial Tech  
**Location:** Branch  
**Reports To:** Facilities and Security Services Manager  
**Last Revision Date:** 12/2011

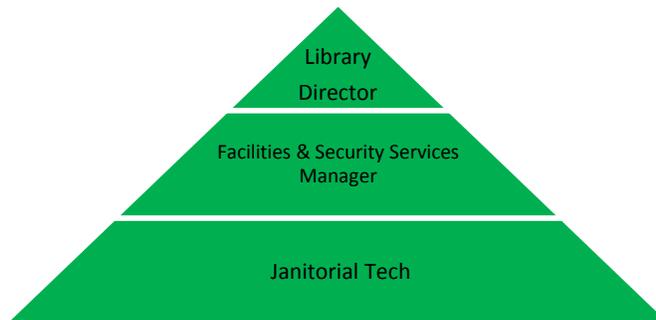
## PURPOSE

The Janitorial Lead actively supports the Library's mission and objectives through organizing and performing tasks and functions related to facilities maintenance within assigned areas of responsibility.

## NATURE & SCOPE

This position's primary responsibilities are uniform in nature and include a variety of tasks performed within clearly defined departmental procedures as described for a Janitorial Tech, with additional responsibility for specialized tasks within the department. This position may exchange prepared information with both internal and external contacts and works under general supervision.

## ORGANIZATION PLACEMENT DIAGRAM



## QUALIFICATION GUIDELINES

Education	Experience
Essential G.E.D.	Ability to read and respond to email Experience in cleaning or maintenance work
Preferred High school diploma	Two years experience in maintenance, janitorial, or related field of work
Ability to:	

Communicate orally and in writing and maintain operating knowledge of related equipment and software.  
Work cooperatively and effectively with staff, patrons, and contacts.  
Some positions require the use of personal or Library vehicles on Library business. Individuals must be physically capable of operating the vehicles safely, possess/provide documentation of valid driver's license and acceptable driving record.  
Pass criminal background check.



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### PRIMARY ACCOUNTABILITIES

- Works to actively promote and meet the customer service expectations established within the Library System by assuring clean, attractive facilities through routine janitorial and grounds work and special projects.
- Implements appropriate janitorial practices throughout the interior of the library including regularly scheduled cleaning of all floor areas, furnishings, windows, and restroom facilities such as dusting, waxing, sanitizing, spot-cleaning and disinfecting.
- Promotes the library's image in the community through excellent maintenance of exterior grounds by picking up litter, emptying trash containers, sweeping and cleaning walkways and parking areas.
- Assists with library programming and events by moving and/or setting up furniture as requested.
- Participates in library teams, workgroups, and system events.
- Carries out any other duties within the scope, spirit and purpose of the job.

### ESSENTIAL ABILITIES

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, vendors, employees, and general public
- Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials, written correspondence, reports, requests for proposals, specifications and related materials in both electronic and hard copy form
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate janitorial and grounds maintenance equipment
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to successfully complete routine janitorial and maintenance work
- Ability to work a flexible schedule, to include evenings and weekends
- Ability to learn and carry out the primary accountabilities of the assigned position
- Ability to use basic math skills to complete a timesheet and other documents
- Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching
- Ability to effectively communicate in writing and orally on job progress and other overall assignments and responsibilities
- Ability to interpret or work from oral or written instructions
- Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Essential job functions are subject to modification



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