JOB TITLE: Environmental Technician

DEPARTMENT: General Government Maintenance, City of Sylvester

JOB SUMMARY: This position is responsible for performing Custodian maintenance duties at city facilities.

MAJOR DUTIES:

- Sweeps and mops floors; vacuums carpet.
- Cleans fixtures in restrooms; restocks soap and paper products.
- Dusts and cleans woodwork and furniture.
- Cleans windows.
- Empties trash containers from buildings.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of city and safety policies and procedures.
- Knowledge of various cleaning chemicals.
- Skill in utilizing such cleaning implements as a mop, broom, and vacuum.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Maintenance Superintendent assigns work in terms of detailed and specific instructions. Completed work is reviewed for the nature and propriety of the final results.

GUIDELINES: Guidelines include city and safety policies and procedures, supervisory instructions, and standing or special work orders. These guidelines are clear and specific.

COMPLEXITY: The work consists of directly related duties in cleaning and maintaining city facilities.

SCOPE AND EFFECT: The purpose of this position is to perform custodial duties. Successful performance helps ensure a safe and attractive working environment for city employees and the general public.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed with the employee standing, walking, bending, crouching or stooping. The employee must frequently lift light objects.

WORK ENVIRONMENT: The work is typically performed in city buildings the employee is exposed to dust, dirt, grease and irritating chemicals. The work may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform basic mathematical calculations.

- No experience requirements.