
Job Description

POSITION TITLE: Janitorial Technician
DEPARTMENT: Maintenance/Groundskeeping
REPORTS TO: Maintenance Director & Lead Maintenance Tech.
JOB CLASSIFICATION: Non-Exempt, Full-Time
COMPENSATION: \$14.00 TO \$16.00/HR
Last Revised: 06/2016

OVERVIEW: The purpose of this position is to perform various cleaning tasks essential to the upkeep of the rental communities managed by Brothers Property Management.

Essential Duties and Responsibilities:

- Cleans and polishes lighting fixtures, marble surfaces, and trim.
- Cleans offices, rooms, hallways, lobbies, rest rooms, corridors, elevators, stairways, kitchens, and other work areas.
- Sweeps, mops, scrubs, waxes, and polishes floor
- Spot cleans rugs, carpets, and upholstered furniture.
- Dust's furniture and equipment.
- Polishes metalwork.
- Washes walls, ceiling, and woodwork.
- Washes windows, door panels, and sills.
- Empties wastebaskets and empties and cleans ashtrays.
- Transport's trash and waste to disposal area.
- Replenishes bathroom supplies.
- Replaces light bulbs.
- Delivers messages.
- Transports small equipment, furniture, carts, or tools.
- Clean all vacant unit apartment, performs touch up clean when needed.
- Helps maintenance out with any emergency clean-ups or messes.
- Sets up tables and chairs in meeting rooms, conference rooms or anywhere on site.
- Performs light duty maintenance work on site, must have basic tools.
- Helps in teamwork at other facilities when needed and covers at other sites in the Denver and surrounding areas when needed.
- Other duties may be assigned per Maintenance Director.

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attendance/Punctuality-** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability-** Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Safety and Security-** Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Knowledge, Skills & Abilities:

Personal: Must be able to follow directions, provide excellent customer service, always display respect and professionalism. Must be able to work independently or as part of a team when required.

Tools/Equipment: A variety of standard tools, saws, snow blowers, shovels, and ground equipment. Must have knowledge of using smart phone and phone applications for work order system tracking,

Physical: Must be able to lift up to 75 pounds, walk up and down stairs, stand, sit, lay for extended periods of time.

Qualifications:

- High School Diploma or equivalent.
- Must have a valid driver license, insurance, and reliable transportation.
- Must have a minimum of one year experience.

Benefits:

- **Medical, Dental, Vision, 403B, 403B Match, Life Insurance, and other ancillary benefits**