
Job Description



POSITION TITLE: Janitorial Technician

LOCATION: Denver Metro Area

REPORTS TO: Maintenance Director & Lead Maintenance Tech.

JOB CLASS: Non-Exempt, Full-Time

COMPENSATION: \$18.29 TO \$20.00/HR

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**

Brother's Redevelopment- Our Mission

Established in 1971, Brother's Redevelopment provides housing and housing- related Services for Colorado's low-income community members, older adults, and people living with disabilities.

Brother's Redevelopment- Our Strategy

Fulfill our mission by growing sustainable revenue streams, developing advantageous alliances, and creating a compassionate and sustainable organization.

Brothers Redevelopment, Inc. is an Equal Opportunity Employer.

ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee’s Signature

Date

Employee’s Printed Name