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## Job Description



**POSITION TITLE:** Janitorial Technician

**LOCATION:** Denver Metro Area

**REPORTS TO:** Maintenance Director & Lead Maintenance Tech.

**JOB CLASS:** Non-Exempt, Full-Time

**COMPENSATION:** \$18.81 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.*