

**City of Altoona**  
**Position Description**

**Title:** Janitor-Maintenance Technician

**Department:** Public Works

**Reports to:** Administration

**Date:** August 2019

---

**Position Summary**

This is a twenty (20) hour per week position. This description applies to a permanent part-time crew member who functions to maintain buildings in clean and orderly condition. This crew member will perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing garbage. Duties may include tending furnaces, performing routine maintenance activities, notifying city administration of need for repairs, and cleaning of snow or debris from sidewalks.

**Work Tasks**

The following duties are normal for this position. The duties listed are not to be construed as all-inclusive. (Other duties may be required and assigned.)

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Clean grounds, parking lots, and sidewalks of litter or other debris.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors.
- Dust furniture, walls, machines, and equipment.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Notify city administration concerning the need for repairs, safety hazards to building or operating systems.
- Remove snow from sidewalks using snow blower and snow shovels, and spread snow melting chemicals.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up and arrange tables and chairs to prepare for meetings or trainings.
- Assemble items for office staff.

## **Tools & Technology**

Tools used include, but are not limited to:

- Mops
- Brooms
- Ladders
- Cleaning equipment
- Vacuums
- Squeegees
- Hand tools
- Powertools

## **Knowledge**

The following list is representative, but not fully inclusive, of knowledge necessary to be successful in the job.

- Safety – knowledge of safety procedures related to maintenance and repair; and,
- Mechanical Aptitude- knowledge of equipment operations, repair and maintenance principles.

## **Skills**

The following list is representative, but not fully inclusive, of skills necessary to be successful in the job.

- Equipment Maintenance – ability to perform routine maintenance on equipment and determining when and what kind of maintenance is needed;
- Equipment Selection – ability to determine the kind of tools and equipment needed to complete a job;
- Equipment Operation-ability to professionally operate light equipment;
- Repairing -ability to repair machines or equipment using the tools as required;
- Coordination -ability to adjust to others' actions;
- Speaking –ability to speak to others to convey information effectively;
- Active Listening – ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times;
- Critical thinking – ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;
- Judgment and Decision Making – ability to analyze and consider the relative costs and benefits of potential actions in order to choose the most appropriate one;
- Reading Comprehension – ability to understand written sentences and paragraphs in work-related documents; and,
- Active Learning – ability to understand the implications of new information for both current and future problem-solving and decision-making.

## **Physical Capabilities**

The following list is representative, but not fully inclusive, of the physical capabilities necessary to be successful in the job.

- Control Precision – the ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions;
- Multi-limb Coordination – the ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down;

- Static Strength – the ability to exert maximum muscle force to lift 75 lbs, push, pull, or carry objects;
- Depth Perception – the ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object;
- Manual Dexterity – the ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects;
- Near Vision – the ability to see details at close range (within a few feet of the observer);
- Arm-Hand Steadiness – the ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position;
- Far Vision – the ability to see details at a distance;
- Problem Sensitivity – the ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem; and,
- Speech Recognition – the ability to identify and understand the speech of another person.

### **Working Conditions**

Work is completed mostly indoors. However, outside work will be required in a variety of environmental extremes such as heat, cold, rain, snow, wind, noise, fumes and dust. Work is required some weekends and evenings.

### **Education**

The following list represents the required educational requirements for the job.

- High school diploma or GED required.

### **Experience**

A minimum of one (1) year of experience in the janitorial/maintenance work setting is required. The successful candidate shall have a working knowledge of methods, materials, tools and equipment commonly used for janitorial/maintenance work as well as sufficient experience operating light equipment.

### **Licenses and Certificates**

- A valid Wisconsin driver's license is required of all applicants; and,
- The successful applicant shall obtain necessary first aid and CPR certifications within one year of employment.

### **PRE-EMPLOYMENT DRUG SCREENING IS REQUIRED.**

***The City of Altoona is an Equal Opportunity Employer. To comply with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.***