

## **ENVIRONMENTAL SERVICES TECHNICIAN – PART TIME**

### **Pulaski County**

**Department:** Environmental Services

**Reports to:** Environmental Services Supervisor

**Supervision Exercised:** None

**Supervision Received:** Work is performed with minimal instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

**Classification: (FLSA):** Non-Exempt, Part Time

**Work Hours:** Monday thru Friday, (hours each day to be determined by the Environmental Services Supervisor) 20-29 hours per week. Some evening and weekend work required.

**ESSENTIAL FUNCTIONS:** Performs a variety of routine cleaning/custodial and maintenance duties as required prioritizing tasks on a daily and weekly basis to keep building(s) clean, attractive and well-kept on a regular schedule while using an efficient and effective schedule of cleaning.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required.

#### **RESPONSIBILITIES:**

#### **DAILY TASKS/ASSIGNMENTS:**

- Empties all trash cans within building(s) as well as cans at entrances to building(s). Takes trash to designated areas for disposal and pickup by the Sanitation Department. If not able to dispose of on a daily basis, stores trash in a secure manner as possible and keeps it out of sight.
- Cleans all restrooms in building(s) including but not limited to commodes/urinals, basins, countertops, baby-changing stations. Mops all restroom floors using a disinfectant in mop water.
- Keeps all restrooms supplied with paper towels, toilet tissue and soap. Refill promptly when needed.
- Cleans/vacuums/sweeps all high-traffic floor areas of building(s) daily
- Cleans all mirrors in restrooms, glass doors (both sides) and glass partitions in building(s)
- Cleans drinking fountains daily
- Sweeps front and back entrances (porches)
- Ensures all buildings are secured and locked and all lights are turned off at night prior to leaving

## **WEEKLY TASKS/ASSIGNMENTS:**

- Requests supplies for building(s) when needed from Environmental Services Supervisor in order to have sufficient supplies on hand. Picks up all cleaning and paper supplies ordered in a timely manner from central supply storage area.
- Maintains inventory of all cleaning and paper supplies
- Cleans/vacuums/mops floor areas in staff areas, kitchen and meeting room(s) weekly
- Dusts/cleans/polishes all horizontal and vertical surfaces that can catch dust or gets dirty weekly including but not limited to wooden furniture (tables and chairs) and other furniture (couches), countertops, short bookshelf tops and all bookshelves weekly
- Cleans windowsills of dust, cobwebs and bugs weekly. Remove all cobweb buildup from corners, on walls, behind doors and over transoms (indoors and outside).
- Checks and washes door knobs, door frames, walls, and light switches for dust, dirt, stickiness and graffiti
- Cleans, strips, waxes, polishes and buff tile and/or wood floors when needed
- Spot-cleans or shampoos carpeted areas when/where needed. Notifies building(s) supervisor(s) when carpeted areas in building(s) need major cleaning/shampooing.
- Maintains and cleans equipment and tools by cleaning/replacing filters, keeping mop heads clean and replacing when needed, etc. and puts away equipment after using them. Reports any problems with equipment to the Environmental Services Supervisor.
- Reports any lights out at the building(s) inside or outside to Facilities Manager

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of relevant cleaning/maintenance equipment and supplies
- Ability to prioritize daily tasks
- Ability to read and interpret instructions/directions related to the use of cleaning/maintenance supplies and the operation of cleaning/maintenance equipment and tools
- Ability to make independent decisions based on good office cleaning/maintenance practices
- Ability to effectively follow oral and written communication
- Ability to pay attention to detail
- Ability to plan ahead and anticipate problems and possess good problem-solving skills

**ADA REQUIREMENTS:** Must be capable of physical work necessary to clean building(s) assigned. Must be able to lift, carry and/or handle boxes or materials weighing up to 50 pounds on a daily basis if needed. Must be able to walk, bend, twist, kneel, stoop, crawl, stand for long period of time, reach above head, feel, grasp, pull or push and do repetitive motions in carrying out cleaning duties. Have normal or corrected vision to work with cleaning equipment, tools and supplies where it is necessary to see details within eight feet. May be exposed to dust and odors in the process of cleaning building(s). Uses cleaning materials daily in cleaning buildings such as bathroom cleaner, furniture polish, air freshener, disinfectant, etc. that could be toxic if used incorrectly. May be exposed to biological hazards if assigned to certain buildings like the Health Department. There are no requirements on exposure to mechanical or electrical hazards other than the normal use of cleaning tools and equipment

**EDUCATION AND EXPERIENCE:**

- Must possess a high school diploma or GED Certificate or equivalent

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_