

## **Tuscaloosa County Park and Recreation Authority Job Description**

**Job Title:** Janitorial Maintenance Crew Laborer (Part Time)  
**Department:** Park Operations  
**Reports To:** Maintenance Supervisor  
**FLSA Status:** Non Exempt  
**Salary Level:** Level 5(\$8.00 an hour minimum - \$9.60 an hour maximum)  
**Prepared By:** Gary Hannah  
**Prepared Date:** July 25, 2006  
**Approved Date:** July 26, 2006  
**Approved By:** Don Kelly

### **SUMMARY**

Keeps premises of building in clean and orderly condition by performing the following duties: One must be able to move/lift 50 lbs. on a regular basis and climb a ladder to heights of 20 feet or more. Experience in performing janitorial duties, which included the operation of equipment normally associated with this position such as; power buffers, carpet cleaning equipment and pressure washer. Knowledgeable with material safety data sheets and proper protective equipment used to perform the required duties assigned to this position. Must be able to work nights, weekends, and Holidays as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.  
Other duties may be assigned.

Cleans and polishes lighting fixtures, wood surfaces, counter tops, cabinets and trim.

Polishes, cleans windows, mirrors in all areas of the building.

Cleans rooms, gyms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, and other work areas.

Sweeps, scrubs, vacuums, waxes, and polishes floor surface.

Cleans rugs, carpets, upholstered furniture, and window shades.

Dusts furniture and equipment. Polishes metalwork.

Washes walls, ceiling, and woodwork. Washes windows, door panels, and sills.

Empties wastebaskets, and empties and cleans any other containers or equipment.

Transports trash and waste to disposal area.

Replenishes bathroom supplies.

### **SUPERVISORY RESPONSIBILITIES**

May supervise part-time and or volunteers.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must hold a valid Alabama driver's license

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job

include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; and outside weather conditions. The noise level in the work environment is usually moderate.

**PARA is proud to be a “Drug Free Workplace.”**

All employees subject to random drug screen.