

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

**Job Title:** Janitorial Maintenance Laborer I - ETAC  
**Department:** Community Development  
**Reports To:** Center Manager  
**FLSA Status:** Non-Exempt, Full-Time  
**Salary Level:** Level 6 - \$11.15 (minimum) to \$13.94 (maximum)  
**Prepared By:** Mark Harrison  
**Prepared Date:** October 4, 2018  
**Approved Date:** Gary Minor, Executive Director  
**Approved By:** October 5, 2018

### **SUMMARY**

The Janitorial Maintenance Laborer I position is responsible for keeping the building and adjacent outside area in clean and orderly condition by performing the essential duties and responsibilities listed below.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Inform Center Manager of any problems or concerns with the repairs and or any issues with the building, equipment, and interior of the building.

Wash and sanitize walls, ceilings, woodwork, doors, counter tops, sinks, handrails, fitness equipment & appliances.

Set up tables and chairs for rentals; break them down at the conclusion of the rental and remove them to storage areas.

Clean rooms, gyms, hallways, lobbies, lounges, rest rooms, corridors and other work areas.

Sweep, scrub, wax & polish all floor surfaces.

Pressure wash patios, sidewalks and other areas as needed.

Empty and clean all indoor and outdoor trash/cigarette receptacles and recycle bins. Transport trash and waste to the disposal area.

Requisition necessary equipment, materials, and supplies needed to perform job duties by informing the Center Manager when supplies are low and need to be ordered.

Inventory, order, and stock parts needed to repairs fitness equipment in a timely manner for all centers.

Stock all restrooms, kitchen, cardio and weight rooms with the necessary sanitary supplies.

Perform all building maintenance tasks, including stripping and waxing floors, cleaning of exercise equipment, cleaning windows, tables and chairs, and other general upkeep which involves furnishings, structures, floor covering, equipment, and ceiling.

Vacuum and clean all rugs & carpet.

Use ladders to adjust valves, replace lights, clean, and other various duties.

Clean and neatly organize janitorial and supply closets.

Train seasonal and part time staff on proper use of equipment, task procedures, work standards and safety procedures.

Maintain facilities in a safe manner by performing safety checks and chemical check at the required intervals.

Assist with other duties as assigned including, but not limited to grounds and building maintenance as required by the Center Manager.

Adhere to all policies and procedures as established in PARA's Employee Handbook and Administrative Handbook.

### **SUPERVISORY RESPONSIBILITIES**

This position may supervisor part-time employees 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, General Education Degree (GED), 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. The ability to write routine reports and correspondence, speak effectively before groups of customers, employees, and other organizations is required.

### **MATHEMATICAL SKILLS**

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, decimals, and be able to adequately compute rates, ratio, and percentages.

### **REASONING ABILITY**

The ability to apply common sense understanding, to carry out detailed but uninvolved written or oral instructions, deal with problems involving a few concrete variables in standardized situations is required. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

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

Must hold a valid 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.