

**CITY OF WEST WENDOVER**  
**PUBLIC WORKS - JANITOR**

**POSITION DESCRIPTION**

This position is under the general supervision of the Public Works Director/Supervisor and/or designated staff. This position is responsible for maintaining and cleaning the facilities and grounds of the City of West Wendover as required including janitorial services and performing other duties as may be assigned.

**CHAIN OF COMMAND**

The Public Works Janitor shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City policy.

**DISTINGUISHING CHARACTERISTICS**

Basic duties include but are not limited to: Janitorial cleaning and maintenance of city facilities, potential grounds keeping functions including, weed control and maintenance, operation and maintenance of irrigation systems, trash collection and removal of debris and other janitorial duties as may be assigned.

**ESSENTIAL FUNCTIONS**

Must be capable of operating a multi-line telephone console; can from time-to time perform other routine clerical work such as typing of reports and filing of reports and documents, perform minor maintenance of equipment and is capable of operating specified janitorial, maintenance and service equipment including lifts. Is capable of performing work associated with the operation of a computer and computer programs including: Microsoft Word, Excel, Power Point, operation of a calculator and other programs associated with the function of the Public Works Departments.

Other duties may be assigned as needed.

**QUALIFICATIONS**

**Education/Experience/Training.** Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to: High School Diploma or its equivalent.

**Knowledge/Skill.** Correct English usage, grammar, spelling and punctuation, including operation of computer equipment and programs and proper report filing and filing systems. Operation of janitorial systems and equipment including lifts and other maintenance equipment related to janitorial and maintenance of facilities.

Performing responsible operation of related janitorial/maintenance of facilities equipment and other equipment as assigned. Applying proper organizational habits, policies, laws, rules and regulations; writing legibly, typing accurately, making arithmetic calculations; meeting the public tastefully and courteously answering questions in person and over the telephone as needed; communicating effectively with all segments of the community including private and public organizations when required. Ability to handle heavy physical labor and adapt to varying work assignments.

**Special Requirements And Licensing.** Must possess at a minimum a valid Class C Nevada (Utah, if residing in Utah) Driver's License or an equivalent from another state. If using an equivalent, must be able to obtain at a minimum a Nevada (or Utah, if residing in Utah) Class C license within 30 days as a condition of employment.

Must be a U.S. citizen, or have the legal right to work in the United States.

Operational capability of public works equipment (i.e. service equipment, lifts, etc.) and other identified janitorial equipment and other certificates in relation to the required work as deemed necessary. Three years of experience in janitorial/facility maintenance work or related field is preferred.

Adoption Date: April 5, 2016

**Background Investigation:** Due to the nature of this position, a background investigation is required in addition to appropriate law enforcement clearances in order to establish suitability for employment.

### **WORKING CONDITIONS**

Ability to tailor work hours to needs of department. Smoke-free working environment. Work environment will contain conditions which are relevant to providing janitorial/maintenance of facility services including areas that require general cleaning and conditioning as well as areas that may require extensive cleaning and/or maintenance. Exposure to conditions such as dust, fumes, odors, or noise is common. Frequent interruptions to planned work activities occur, as special needs from department heads, co-workers or public may occur.

### **PHYSICAL DEMANDS**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job: Ability to work in high stress, demanding situations with numerous deadlines. Strength, dexterity, coordination, and vision to use janitorial/maintenance equipment as well as keyboard and video display terminals as needed. Strength and stamina to bend, stoop, sit, climb and stand for extended periods of time. Dexterity and coordination to handle files and single pieces of paper as well as cleaning/maintenance equipment, supplies and products; periodic lifting of files, stacks of paper or reports and references as well as continuous lifting and movement of janitorial/maintenance equipment, trash receptacles, refuse, dumpster enclosures, etc., related to janitorial/maintenance of facilities. Reaching for items above and below torso level on a continuous basis as well as bending, reaching, squatting, and stooping as necessary to perform janitorial cleaning and maintenance of facilities, in addition to climbing and movement/use of lifts and ladders of various sizes including up to a 14 foot A-frame ladders. The ability to communicate via telephone and radio. Frequent lifting and/or moving of objects up to 75 pounds and occasional lifting/moving of objects up to 100 pounds.

### **CONTROLS OVER THE POSITION**

The Public Works Janitor shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City policy.

**Performance And Evaluation:** The employee will be evaluated on quantity and quality of work and the manner in which personal characteristics are brought to bear on that work. Performance evaluations will be performed as specified by City Policy.

**Testing:** A basic skills test may be conducted as part of the interview process and may include testing of skills specific to the requirements of fulfilling this particular job position, as determined by the Department Head, City Manager, or Human Resources Department.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**Note:** This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

**FLSA Status:** Non Exempt

“The City of West Wendover is an Equal Opportunity Provider”

Adoption Date: April 5, 2016