

CITY OF ROBSTOWN NOTICE OF JOB OPPORTUNITY



Date: August 4, 2021

Job Title: Building Facilitator

Department: Administration

Application Deadline: Open until filled

Job Description:

Under general and limited supervision, perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment; and perform related work as required. This position performs custodial and maintenance duties in and around City Hall complex, parking lot, and landscape; troubleshoots, performs minor repairs, implements setup and takedown for a wide variety of community events; works closely with employees and the public to meet the custodial needs of the area; and resolves problems to ensure efficient and safe operations.

Duties and Responsibilities:

Clean building floors by sweeping, mopping, scrubbing, buffing, and vacuuming.

Gather and empty trash.

Service, clean, and supply restrooms.

Clean and polish furniture, restroom fixtures, counter tops, bathroom stalls, toilets, and urinals, concessions, etc.

Clean windows, glass partitions, and mirrors. Dust furniture, walls, machines, and equipment.

Make adjustments and minor repairs, as needed (i.e. replacing/adjusting air filters, adjusting door handles, etc.).

Mix water and cleaning chemicals in containers to prepare cleaning solutions, according to specifications and regulations of each cleaning product.

Strip, seal, finish, and polish floors.

Clean and restore building interiors damaged by normal wear & tear, using commercial cleaning equipment.

Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to the building's equipment and oneself.

Monitor building security and safety by performing such tasks as locking doors and checking electrical appliance use to ensure that hazards are not created.

Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.

Clear and dispose of trash and debris from grounds, walkways/sidewalks, and curbs.

Notify managers concerning the need for major repairs and issues that may arise.

Requisition supplies and equipment needed for cleaning and maintenance duties.

Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.

Spray insecticides and fumigants, as instructed by management, to prevent insect and rodent infestation.

Clean kitchen and wash dishes.

Maintain the landscape by mowing and weed eating

Perform additional duties as directed by the assigned department supervisor.

Minimum Qualifications:

High School Degree or GED

AND

Possession of a valid Texas driver's license.

Knowledge, Skills and Abilities:

Knowledge of all types of cleaning chemicals, floor finishes and their application; experience adjusting heating and cooling systems, experience in minor building repairs and painting.

Work with over the counter and industrial strength cleaning chemicals and pesticides; safely dispose of hazardous materials; identify stains and use proper chemicals for their removal; operate manual and power equipment; work effectively in and around the public; perform physical labor; understand and carry out oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

Operate and maintain various custodial equipment (i.e. floor scrubbers, vacuums, buffers, pressure washers, ladders, lawnmower, weed eater, basic tools; such as, hammers, screw drivers, wrenches, etc.)

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing low to high heights, jogging, and walking. Must be able to work safely in an environment containing chemicals, cleaning materials, dust and noise. Routinely required to work in high participant traffic areas.

The City of Robstown offers a comprehensive benefits package to all regular full-time employees including vacation, holiday, and sick leave as well as medical, dental, vision, and life insurance.