

## **Pine Mountain Lake Association Job Description**

**Job Title:** Janitorial  
**Job Code:** 82  
**Employee Name:**  
**Department:** Maintenance  
**Location:** Maintenance Yard  
**Reports To:** Facility/Streets Maintenance Manager  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 3/18/2024 sa

### **SUMMARY**

Provides daily janitorial care of Pine Mountain Lake Associations buildings and amenities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- General cleaning of buildings and keeping them maintained and in good condition.
- Ability to use basic cleaning equipment such as vacuums, carpet cleaners, brooms, and mops.
- Capable of vacuuming, sweeping, and mopping floors.
- Cleaning and stocking restrooms.
- Keep cleaning supplies in stock.
- Ensure doors are locked after hours.
- Collect and properly dispose of trash.
- Complete tasks in a timely manner with minimal supervision.
- Ability to lift 50 pounds.
- Notify supervisors of potential unsafe conditions.
- Replace air filters.
- Disinfect commonly used items like desks, door handles, office tools and phones.
- Knowledge of safety guidelines when working with chemical cleaners.
- Knowledge of various chemicals and when to use them.
- Good communication skills.
- Excellent time-management and organizational skills.
- Must be able to work in a variety of weather conditions.
- Available to work various hours or shifts such as nights, weekends, and holidays.
- Regular, punctual attendance required.
- Other duties may be assigned.

### **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 to three months related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend safety rules, operating and maintenance instructions, and procedure manuals.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers and common fractions.

**REASONING ABILITY**

Ability to apply commonsense 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**

Valid California Driver's License required.

**OTHER SKILLS AND ABILITIES**

Ability to operate specific equipment and tools.

**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 regularly required to walk. The employee is required to stand for long periods.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to very loud while operating equipment such as vacuums, carpet cleaners, and steam cleaners.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.