

Facility Worker

FLSA Status: Non-Exempt
Safety Sensitive:

Created: July 12, 2021
Last Revised: July 29, 2021

DEFINITION: Cleans and maintains the appearance of ECVA facilities and surrounding grounds; setup and tear-down of facility spaces for contracted use; perform routine maintenance tasks and minor repairs; and perform other work as assigned to ensure safe and efficient operations.

ESSENTIAL FUNCTIONS: The Facility Worker is responsible for performing the following duties in a safe and responsible manner. This position may not perform all of the listed duties and/or may be required to perform additional or different duties from those listed to meet business needs and changing business practices.

1. Complete the timely setup, changeover and tear down of event space, including but not limited to flooring, dance floors, portable chair placements, operable walls, barricades, staging tables and other furnishings and equipment.
2. Complete the daily activities for facilities operation and upkeep to ensure day-to-day operational needs of the facilities are met, including but not limited to loading/unloading trucks, transporting trash and waste to proper disposal areas, replenishing supplies.
3. Complete cleaning and janitorial tasks including but not limited to sweeping, mopping, dusting, restroom facilities cleaning and disinfecting, kitchen facilities cleaning, trash removal, vacuuming, spot cleaning, washing, stripping, carpet cleaning, window washing; dusting furniture, woodwork, counters, window sills, window coverings, metal work and light fixtures; clean windows, counters, molding, rails and other parts of buildings. These may be daily activities and have increased frequency before, during and after facility rentals for events.
4. Complete repair and maintenance tasks such as painting, patching, replacing lights, replacing ceiling tiles and replacing filters throughout facilities.
5. Provide support and service to clients utilizing facilities before, during and after contracted use. This includes, but is not limited to, courteous, professional communication in-person and via hand-held radio, technical support in utilizing facility amenities such as sound systems, lighting systems, AV equipment and minimal concession support.
6. Replenish supplies as needed throughout facilities and notify appropriate personnel when supply reorders are necessary to avoid disruption of service to clients.
7. Complete minor repair and maintenance of sprinkler systems and landscaping. This may include digging holes, adjusting sprinkler heads and repairing sprinkler lines and raking grounds. Snow and ice removal during winter months and removal of debris from doorways and walkways.
8. Maintain equipment, materials and supplies in proper condition. Report irregularities, discrepancies, damage, loss of property and safety concerns promptly to supervisor.
9. Operate ECVA equipment in a safe manner and in compliance with organizational policies and local, state and federal laws.
10. Contribute to the success of the organization by participating as an active team member and representing the organization with dignity, integrity and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS FOR EMPLOYMENT: 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.

Knowledge of:

- Practice and procedures related to all areas of custodial services; event/meeting setup, tear down and change overs;
- Proper usage of cleaning materials, chemicals, janitorial tools, basic maintenance tools and light equipment and machinery operation;
- Minor maintenance of hand and power tools and equipment used in custodial work;
- Safety procedures applicable to the use of janitor's tools and cleaning supplies;

- Basic computer use and operation and ability to operate Windows, Microsoft Word, Excel and Outlook, utilize email and navigate the internet for time management and work-related research;
- Standard office equipment utilization.

Skill to:

- Use maintenance tools, equipment, and supplies in a safe and efficient manner;
- Drive trucks and other vehicles;
- Use hand and basic power tools.

Ability to:

- Work extended and/or irregular hours including nights, weekends and holidays as needed;
- Work independently on assigned tasks and as part of a team without close supervision;
- Read and comprehend diagrams, written & verbal instructions;
- Contribute effectively to the accomplishment of team or work group objectives and activities;
- Use janitorial tools and supplies in a safe and effective manner;
- Carry out written instructions;
- Maintain simple records of work performed;
- Communicate and interact with others in a courteous and respectful manner;
- Operate and utilize different types of cleaning chemicals and equipment;
- Learn and follow operating procedures
- Identify when buildings, grounds and equipment need repair.

Required Certifications and Licenses:

Continued employment is contingent upon all required licenses and certificates being maintained in an active status without suspension or revocation.

- Nevada driver's license with no restrictions or limitations
- OSHA-10 Certification (training provided upon hire if needed; to be completed within six (6) months of date of employment)

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- Any work or training experience which required following verbal and written instructions and use of simple tools to perform manual labor tasks; generally, one (1) year of cleaning experience.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those which must be met by an employee to successfully perform the essential functions of the job.

- Strength, stamina and dexterity to work standing and walking for extended periods.
- Ability to walk on uneven or slippery surfaces.
- Ability to work in tight or confined spaces.
- Ability to work at heights, sometimes 50 feet or higher.
- Perform heavy manual tasks using hand tools.
- Perform repetitive motions including sweeping and using power buffers.
- Coordination and dexterity to adjust and make minor repairs to equipment and facilities.
- Strength to lift and carry supplies, tools and equipment weighing up to fifty (50) pounds.
- Visual acuity to see work required in a variety of lighting conditions, including bright light, low light and low visibility conditions.

- Ability to work in adverse weather conditions for limited periods of time, including but not limited to heat, cold, rain, snow.
- Depth perception sufficient to maneuver tools and operate mobile equipment.
- Ability to perform essential functions of this position under stressful conditions (competing or conflicting demands, difficult personalities, in front of large groups of people, etc.)

Working Conditions:

The work environment for this role is typically indoors, with occasional outdoor tasks. Outdoor work requirements may occur during all seasons. The employee may be exposed to extreme weather conditions, noise, electrical shock, hazardous chemicals, electrical currents, gases, dust and noxious odors.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed