

The Town of Superior is currently accepting job applications for a janitor-maintenance technician.

A letter of interest, accompanied by a resume, can be sent to the Town of Superior via mail to: 4917 S. State Road 35, Superior, WI 54880 or via email: townofsuperior@centurytel.net. Resumes will be accepted until the position is filled.

TOWN OF SUPERIOR – DOUGLAS COUNTY

JANITOR-MAINTENANCE TECHNICIAN

JOB DESCRIPTION

(Salaried Position)

Summary. Responsible for performing a variety of janitorial and maintenance duties in order to sustain safe, clean and well-maintained buildings and grounds for all Town-owned properties (with exception of existing Fire Hall). Operate custodial and maintenance tools and equipment and perform a variety of maintenance tasks.

Scope of Responsibility. In this position, you will be responsible for cleaning and maintaining all buildings and all grounds owned by the Town with appropriate cleaning and maintenance practices. The employee is expected to be courteous at all times and represent the Town in a professional and positive manner.

WEEKLY DUTIES (or more often as deemed necessary by the Town).

- Cleans and services the Town Hall including the restrooms, office, storage areas, and kitchen.
- Sweeps and mops floors, using warm water.
- Gathers and disposes of rubbish and waste materials, including emptying of all waste containers.
- Dusts such items as blinds, furniture, file cabinets, light fixtures and windowsills using treated dust mittens, cloths, or hand-cleaning items; removes debris from windowsills and light fixtures (such as dead flies).

A checklist must be completed by employee documenting each weekly task and date on which such duties are completed. The checklist must be turned in to the Town Clerk weekly.

ROUTINE DUTIES.

- Makes rounds of buildings and grounds at regular intervals; inspects doors, windows, and locks to see that they are properly and securely fastened.
- Unlocks building for Town Hall rentals.
- Set-up and take-down of tables, chairs and sound system for scheduled meetings of the Town Board.
- Observes appearances and conditions of premises and equipment.
- Performs tasks and repairs on both the exterior and interior of all Town-owned buildings (with exception of Fire Hall) which do not require the use of a licensed professional (these jobs could include, but are not be limited to, light plumbing jobs such as fixing a leaky toilet, light construction such as installing a new door lock, or light electric jobs such as changing a light fixture).
- Reports needed repairs, safety hazards, or conditions that require the services of a licensed professional.
- Cleans floors in accordance with manufacturer's recommendations.
- Polishes furniture, metal work, and chrome using appropriate cleaning and polishing compounds.

- Maintains an inventory of cleaning and toiletry supplies.
- Washes walls, ceilings, woodwork, windows, mirrors, and fixtures using both step and extension ladders.
- Cleans grounds and parking lots of litter, glass, or other debris.
- Loads and unloads supplies, and moves heavy furniture and equipment using dollies, handcarts, or power equipment.
- Replaces light bulbs and fuses.
- Performs ground maintenance including removal of snow from sidewalks, salting walkways, etc. for all Town-owned properties including the Town Hall and Stony Brook Park.
- Travels to the City of Superior or other location to drop off or pick up Town parts or equipment (if employee is using their personal vehicle they are eligible for mileage reimbursement at the current IRS Mileage Reimbursement rate).
- Utilizes all safety standards and regulations and assure compliance with state and federal safety and labor regulations (i.e., OSHA, DOT, etc.).
- Ensures that shop materials, supplies and equipment are maintained and returned to proper storage location.
- Performs other duties as necessary and as requested.
- Maintains records as required.

Abilities.

- Sufficient communication skills to be able to write, read, and speak correctly to interpret written information, policies, and rules.
- Ability to follow instructions.
- Ability to perform manual labor.
- Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions.
- Knowledge of the standard methods, practices, tools, and equipment used to clean buildings and furniture.
- Knowledge of the qualities and uses of various cleaning, sanitizing, stripping, and waxing compounds.
- Knowledge of occupational hazards and safety rules and regulations.
- Knowledge of building and property security procedures.
- Ability to sit, bend, reach, and stand for extended periods.
- Ability to lift moderately heavy (50 pound) objects on a regular basis and heavier objects on an occasional basis.
- Ability to validly operate a motor vehicle.
- Operate hand tools, cleaning equipment, and similar equipment of comparable size and complexity.

Prerequisites and Qualifications.

- High school diploma or general education degree (GED).
- Valid driver's license.
- Availability nights, weekends, and holidays to unlock Town Hall for hall rentals and for possible building emergencies.
- Knowledge and ability to operate small power tools, and similar hand tools and equipment.

Compensation.

Monthly salary is \$450 (divided by # of persons doing monthly duties). Monthly salary will be prorated by absence or inability to perform duties. Town will be responsible for providing a substitute personnel.

Work Environment.

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment can be moderate to loud.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

The Town of Superior is an Equal Opportunity Employer and assures equal employment opportunity based on ability and fitness to all persons regardless of race, creed, or presence of any sensory, mental or physical handicap.