

# FRANKLIN REGIONAL TRANSIT AUTHORITY

## JOB DESCRIPTION

### JANITORIAL/FACILITIES MAINTENANCE WORKER 2

**Job Description:** Janitorial/Facilities Maintenance 2

**Department:** Maintenance

**Position Reports to:** Facility Manager/Administrator

**Hours:** 3PM to 7PM Monday – Friday (20 hours/week)

#### **Summary of Position**

The janitorial/facilities maintenance 2 position accepts responsibilities as deemed appropriate and delegated by the Facility Manager/Administrator. This position requires a full understanding of cleaning and janitorial tasks applicable to our office spaces, lobby area and rest rooms. This position requires developing relationships with the building occupants (FRTA and the FRCOG) and dealing with the general public.

The Janitorial/facilities Maintenance 2 position includes, but is not limited to, the following duties.

#### Daily Activities

- I. Housekeeping
  - A. Complete General Duties checklist (as attached)
  - B. Assist with landscaping/snow removal when needed
  - C. Stock supplies. Let Facility Manager know when supplies need to be re-ordered
  - D. Assist with evening meeting set up and/or clean meeting room as required
  - E. Secure building and follow closing procedures
  
- II. Public Relations
  - A. Provide information to the general public relating to bus schedules and building amenities using a positive, upbeat approach
  - B. Work with and adapt the cleaning schedule to conform with the FRTA and FRCOG office hours
  
- III. Any and all other assignments as deemed appropriate by the Administrator

## **Minimum Qualifications**

**Education:** A high school diploma or GED is required.

**Experience:** Experience with janitorial functions is preferred (office space, rest rooms etc.) The ability to solve practical problems and deal with a variety of instructions furnished in written, oral, diagram or schedule form is needed.

**Knowledge:** Knowledge and understanding of cleaning/sanitizing in a public or commercial setting. Must be able to read, write, do simple math as well as multi task.

**Physical Requirements:** Must be physically capable of working in an office environment. Must have the physical and mental aptitude to operate light machinery (Weed Wacker, snow blower, floor buffer, power washer etc.) as well as sit at a desk in front of a computer on occasion. Must possess high energy and be physically capable of lifting objects up to 50 lbs., typing, using a telephone, calculator and taking written notes as needed. Must hold a valid driver license and be able to operate a motor vehicle as required.

**Interpersonal Skills:** Must be able to work as a team, be a self-starter and maintain a good attendance record. This position requires the ability to handle themselves in a professional manner. Must have excellent communication skills for positive interactions with other company personnel, public agency personnel, vendors, and the general public. Must also be able to resolve problems and respond to inquiries, suggestions and complaints from the public. The ability to cover vacations or call outs from the maintenance worker 1 is a must.

**Work Environment:** The work environment is primarily indoors but there is exposure to the outdoor weather.

**Supervision:** This position is directly supervised by the Facility Manager but the ability to work unsupervised is a must.

**Other Comments:** This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of an individual so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

**JWO Transit Center General Duties list**  
**Janitorial/Maintenance Worker 2**

- Vacuum all 2<sup>nd</sup> floor carpeted areas after 4PM
- Dust/wipe down windowsills and interior glass partition framing
- Dust baseboard heating units
- Dust office wall hung cabinets
- Clean glass as needed
- Clean/wipe down break room tables and chairs
- Dust suspended globe and linear lighting fixtures
- Clean circular ceiling mounted light fixture lenses
- Carpet shampooing as needed (fall and winter only)
- Check 2<sup>nd</sup> floor trash/recycling room – empty trash as needed
- Clean (vacuum and polish) elevator as needed

**General information:**

**Wednesday A.M.** – Trash dumpster is emptied.

**Tuesday AM** - Laundry is picked up/dropped off

**Wednesday PM** – Recycling brought to the curb for pick up (first thing Thursday A.M.) and return tote when emptied.

**Closing Procedure:**

1. FRTA/FRCOG administrative offices close at 4 p.m.
2. Lobby closes at 6 p.m. Make sure the lobby and 1<sup>st</sup> floor bathrooms are empty.
3. Lobby doors lock automatically at 6 p.m. and unlock at 7 a.m.
4. The glass door at stair #1 and the elevator locks automatically at 4:30 p.m. and unlocks at 8 a.m.
5. Shut off Amtrak schedule and Passio screen in lobby.
6. Make sure all manually switched lights are off (meeting room, mechanical room and storage room).
7. Before leaving for the night, “sweep” the 1<sup>st</sup> and 2<sup>nd</sup> floors and make sure **all** exterior doors are locked (including the boiler building) and manually controlled lights are off.

**Note** – Closing procedures may need to be amended to accommodate meetings.

\*Notify Supervisor of any defects with the building or the property.

\*Notify Supervisor of any paper or cleaning products that need reordering (prior to running out).