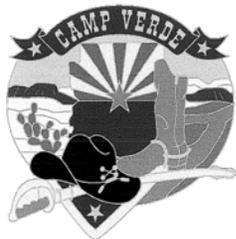


## Job Description



### JANITOR

Department:	<b>Various</b>	Revised Date:	<b>September 2008</b>
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**GENERAL PURPOSE:** Under close supervision, performs custodial and janitorial work for various Town of Camp Verde buildings; operates tools and equipment in accordance with all safety regulations and procedures.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of manual labor and semi-skilled equipment operation in order to maintain the hygiene and sanitation of all building interiors; duties will include, but are not limited to cleaning, dusting, mopping, window cleaning, and trash collection; cleaning restrooms, replace and maintain soap and paper supplies; sweeping, mopping, and vacuuming floors; report all needed repairs and safety hazards to direct supervisor.
- Operates and maintains a variety of tools and specialized equipment; cleans and maintains assigned tools and equipment.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma or GED equivalent; OR any combination of education or experience that provides the knowledge and skills necessary to carry out the duties of the job.

##### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

## **Job Description**

### **Required Knowledge of:**

- Town policies and procedures.
- Basic tools and equipment used in custodial and janitorial work.
- Occupational hazards and safety precautions.

### **Required Skill in:**

- Closely following verbal and written instructions and procedures.
- Operating and maintaining tools and equipment in a safe and effective manner.
- Following and maintaining safety standards.
- Establishing and maintaining effective working relationships with co-workers.

### **Physical Demands / Work Environment:**

- Work is performed indoors and outdoors; requires constant physical efforts in performing custodial and janitorial projects, and ability to lift and move items weighing up to fifty pounds.