

Job Title: Facilities Laborer
FLSA: Non-exempt
Reports To: Facilities Supervisor
Benefits: Eligible upon 90 days – PTO/Holidays/Health/Vision/Dental/Life
Retirement: Eligible for enrollment on the first day of hire

Department: 6422
Status: Full-time
Pay Grade: 5

SUMMARY:

Cleans and maintains public areas. Removes trash, cleans all restrooms, carpets and upholstery. The Facilities Laborer will be responsible for the upkeep and appearance of all areas at the Gray Wolf Peak property. The work is labor-intensive and requires the use of a variety of hand or power tools and equipment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Answer radio calls from staff when contacted
- Clean parking lot of all trash and debris
- Clean all landscape islands in spring and fall
- Planting of all flowers and some trees as needed
- Knowledge of lawn irrigation system
- Knowledge of all facility equipment operation
- Periodic specific cleaning projects
- Assist with delivery and organization of supplies
- Must possess customer service skills when interacting with patrons
- Ensure compliance with established compliance rules
- Assist in the recommendation of improvements to systems and procedures
- Keep main entrance vacuumed and free of litter, includes bird droppings on all surfaces
- Clean insects from interior and exterior lights
- Wash windows, both inside and out of the facility
- Will be required to vacuum, shampoo carpets, sweep, mop and empty all trash
- Will be required to clean all restroom toilets, urinals, mirrors and sinks
- Will be required to refill all soap dispensers, paper towel dispensers and toilet paper
- Will be required to remove snow and ice on facility grounds
- May be tasked with snowplow truck operation
- Will respond to any emergency at the property while on duty
- Other duties as assigned

SUPERVISION EXERCISED:

- None

EDUCATION and/or EXPERIENCE:

- Minimum of six (6) months of janitorial and lawn maintenance experience

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of lawn irrigation system
- Maintain a teamwork attitude
- Ability to effectively communicate both verbal and written
- Must be self-motivated and able to work unsupervised
- Must be trustworthy
- Operate drills, electric screwdrivers and other machinery as needed
- Operate extractors, buffers, vacuums, and power washers
- Problem solving and decision making

- Skill in dealing courteously with the public
- Skill in identifying work needed and acting accordingly
- Skill in observing situations and decision making

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- Able to carry backpack vacuum cleaners while vacuuming upholstery
- Able to move extensively while doing job duties
- Able to stand for long periods of time
- Able to walk extensive periods while cleaning and inspecting the premises this is not limited to just these activities.
- Bending, stretching and kneeling for long periods of time
- Climbing ladders and walking on wet floors
- Ability to lift 75 pounds, if something weighs more than 75 pounds follow proper lifting procedure and get help to move or lift
- This position will require physical activity both inside and outside of the facility
- Walking on wet or slippery floors.
- Hazards include, but are not limited to, cuts from broken glass, slipping and tripping
- Ability to work flexible hours/shifts including but not limited to evenings, graveyard, weekends and holidays required

CERTIFICATES/LICENSES & REGULATIONS:

- Required to watch Customer Service video annually
- Required to watch Sexual Harassment video annually
- Preferred valid Montana driver’s license and be insurable under the company’s insurance policy
- This individual will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing
- It is always the responsibility of the employee to have all documents current and valid

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements. By signing this document, I certify that I meet all the physical requirements for this job without limitation.

Employee Print & Sign

Date

HR Representative

Date