



ENVIRONMENTAL SERVICES TECHNICIAN I POSITION DESCRIPTION

DEPARTMENT: ENVIRONMENTAL SERVICES
IMMEDIATE SUPERVISOR: DIRECTOR OF OPERATIONS
STATUS: NON-EXEMPT/ HOURLY/ PART-TIME
HOURS: 15-24 HRS. /WEEK

POSITION PURPOSE:

The Environmental Services Technician is responsible for performing routine manual tasks in maintaining the cleanliness, sanitary conditions and appearance of Museum and grounds. Assist with events, meetings and programs set up and take down.

DUTIES AND RESPONSIBILITIES:

- Cleans bathrooms, offices, hallways and any other assigned areas by sweeping, mopping, scrubbing and polishing;
- Empties and decontaminates trash containers;
- Disposes of infectious waste when assigned;
- Moves, rearranges and dusts furniture and fixtures;
- Mixes or blends routine cleaning solutions to proper concentrations as necessary for various tasks;
- Cleans and waxes floors using industrial-size mops and/or machines;
- Strips and polishes floors using buffing machines;
- Washes blinds, windows, and walls with prescribed solutions;
- Sweeps sidewalks, porches and tiled surfaces;
- Painting and patching as needed ;
- Operates wet/dry vacuum for cleaning and shampooing carpeted areas;
- Maintains equipment; reports needs for painting and minor building or equipment repair to supervisor;
- Replaces light bulbs and/or reports safety hazards to supervisor;
- Cuts grass, trims shrubs, waters plants and performs other related duties on the grounds when assigned;
- Performs custodial related duties necessary to maintain cleanliness and sanitary conditions;
- Performs many varied custodial tasks necessary for the upkeep of buildings and grounds;
- Assist with installation, tear down and clean up of new exhibits;
- Performs other related duties as required.

ACCESS REQUIREMENTS:

Access to all areas of the museum with the exception of personnel records storage.

SPECIAL AUTHORIZATION:

May have authorization to have all building keys and security alarm codes and may be on the key holder list and emergency response contact.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent and a minimum of one year experience in a custodial related or customer service field.

SKILLS AND ABILITIES

- Ability to lift and move up to 50 lbs as necessary
- Ability to work with others or independently
- Detail oriented with ability to multitask
- Ability to walk up and down stairs

TIME COMMITMENTS:

Schedules vary based on the needs of the business. Typically employee will be scheduled between 10 and 30 hours which may include normal business hours as well as after hour special events and functions. Employee may be requested to arrive before opening of museum, including early morning openings as necessary.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

ACKNOWLEDGMENT

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

Employee (Print Name)

Date

Employee (Signature)