

Metropolitan Exposition Recreation Commission

Title:	Utility Maintenance Technician	Bargaining Unit:	AFSCME 3580
Job Code:	8170	Established:	
Pay Range:	10	Revised:	8/01/2017
FLSA Status:	Non-exempt	EEO Category:	Service/Maintenance

CLASSIFICATION DESCRIPTION

Perform custodial tasks related to maintaining the floors at the Oregon Convention Center (OCC) including cleaning carpeting and stripping and waxing tile floors. Duties may also include washing walls and providing relief to janitorial staff in cleaning. Reports to a shift lead worker. Work is performed exclusively on the graveyard shift.

SUPERVISION RECEIVED

Supervision is received from the Set-up Supervisor

SUPERVISION EXERCISED

None

DUTIES AND RESPONSIBILITIES

An employee in this position must be able to perform all of the essential duties listed below with or without reasonable accommodation. However, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

1. Provides complete floor care service for the Oregon Convention Center including but not limited to carpet, ceramic tile, marble, terrazzo and concrete.
2. Operates large area extractor, vacuum, stripper, buffer and window washing equipment.
3. Strips, mops and waxes ceramic tile floors in restroom areas.
4. Maintain carpets using extracting and/or bonneting equipment.
5. Provides relief to route janitorial staff.
6. Operates walk-behind floor scrubber.
7. Hones marble using low speed rotary machine.
8. Uses dust mop, wet mop, dust pans, push broom and straw broom.
9. Manages custodial projects to allow the facility to open on schedule.
10. Communicates project needs with co-workers and supervisors.
11. Performs other duties as assigned.

JOB SPECIFICATIONS

EXPERIENCE AND TRAINING

Minimum of two years experience in a similar position or other experience which would provide the job incumbent with the knowledge, skills and ability to perform the job or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

KNOWLEDGE, SKILL, ABILITY

- Basic knowledge of floor care
- Basic knowledge of the materials, methods and equipment used in public facilities cleaning operations
- Proper use of janitorial equipment and tools
- Work independently and with minimal supervision
- Follow verbal and written instructions including operating manuals and application instructions supplied by product manufacturers
- Establish and maintain effective working relationships with co-workers and the public
- Use floor maintenance equipment including but not limited to, scrubbers, buffers, extractors and vacuums

PHYSICAL REQUIREMENTS

- Operate forklift
- Perform moderate to heavy tasks
- Lift and carry up to 50 pounds
- Push and pull up to 200 pounds

LICENSES

Possess or have the ability to obtain, an appropriate and valid driver's license

Possess or have the ability to obtain CPR/AED certification

Possess or have the ability to obtain forklift certification

WORK ENVIRONMENT

Work is performed indoors and is physical in nature. Incumbent is exposed to various cleaning chemicals and dust. Gloves, masks and other personal protective equipment is required while performing some duties. Must be available to work evenings, weekends, and holidays.