



# Signal Metal Industries, Inc.

## Utility Janitor

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**Department:** Maintenance

**FLSA Status:** Non-Exempt

**Grade/Level:**

Work Schedule:

Actual Shift assigned by supervisor

Possible 8-12 hours shifts

4-6 days/week.

**Job Status:** Fulltime

Reports To: Manager or Supervisor

Travel Requirements: None

Position Supervised: None

### POSITION SUMMARY

Keep buildings and grounds in a clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, washing walls and glass, cleaning restrooms, and removing rubbish. Duties may include performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

### ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

### Essential Functions Statement(s)

- Must be able to perform all duties with required and correct personal protective equipment (PPE).
- Service, clean, and supply restrooms
- Gather and empty trash.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Set up, arrange and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.



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- Clean and polish furniture and fixtures.
- Dust furniture, walls, machines, and equipment.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Spray insecticides and fumigants to prevent insect and rodent infestation.
- Clean and restore building interiors damage by fire, smoke, or water, using commercial cleaning equipment.

### POSITION QUALIFICATIONS

- Working knowledge of general industrial or metal shop environments.
- Ability to accept responsibility and account for his/her actions.
- Ability to be held accountable or answerable for ones conduct.
- Honesty/Integrity - to be truthful and be seen as credible in the company.
- Time Management - to utilized time affectively and complete work within the given deadlines.
- Self-Motivated – to be internally inspired to perform a task to the best of one’s expectations using his/hers own
- Responsible – the ability to be held accountable or answerable for ones conduct.
- Reliable with good attendance.

### SKILLS & ABILITIES

**Educations:** Less than high school education

**Experience:** No prior experience necessary

**Certificates & Licenses:**

**Other Requirements:**

### PHYSICAL REQUIREMENTS:

- Must be able to perform duties in a safe manner. This job requires the ability to wear a hard hat, safety glasses, metatarsal boots, hearing protection, and other required PPE equipment.
- Must be able to bend, stoop, climb, and reach around all areas of equipment.
- Lift up to 50lbs.
- Will work in varied environments (in all weather conditions heat, cold, wet, humid, dry and/or dusty conditions).
- Read, comprehend and complete basic checklists, forms or other related documents.
- Must be willing to work overtime as required.



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### PHYSICAL DEMANDS

#### Physical Demands

Stand	C (Constantly)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or	F (Frequently)
Kneel Bend	F (Frequently)

#### Lift/Carry

10 lbs. or less	F (Frequently)
11-20 lbs.	O (Occasionally)
21-50 lbs.	O (Occasionally)
51-100 lbs.	N (Not Applicable)
Over 100 lbs.	N (Not Applicable)
Push/Pull	
12 lbs. or less	F (Frequently)
13-25 lbs.	O (Occasionally)
26-40 lbs.	O (Occasionally)
41-100 lbs.	O (Occasionally)

N (Not Applicable)

O (Occasionally)

F (Frequently)

C (Constantly)

Activity is not applicable to this occupation.

Occupation requires this activity up to 33% of the time (0-2.5+ hrs. /day)

Occupation requires this activity from 33-66% of the time (2.5-5.5+ hrs. /day)

Occupation requires this activity more than 66% of the time (5.5+ hrs. /day)