

	<b>THE CITY OF KEY WEST</b> Job Description	<b>Union, Hourly Position</b>	
		<b>DATE OF REVISION</b>	<b>12/1/2010</b>
<b>POSITION</b>	<b>PORT JANITOR I</b>	<b>MIN. HOURLY WAGE</b>	<b>10.3688</b>
<b>DEPARTMENT</b>	<b>Port Operations 405-7503/7506/7551</b>		
<b>JOB CODE</b>	<b>43465</b>	<b>GRADE</b>	<b>G10</b>

**PHYSICAL LOCATIONS:**

- Various Port Operations facilities as assigned

**REPORTING RESPONSIBILITIES:**

- Operations Manager or his designee.

**GENERAL FUNCTIONS:**

- This position is for a physically fit person to perform all types of custodial work, i.e., keep bathrooms, laundry areas, showers and Ferry Terminal in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, toilets, urinals, and shampooing rugs, washing walls and glass, and removing rubbish. Supervision received usually consists of oral and some written instructions to define objectives, problems and to prescribe both general and detailed methods for achieving objectives. Generally works alone within the limited scope of responsibility, exercises independent judgment, initiative, alertness, and resourcefulness to respond to conditions encountered as the work progresses.

**ESSENTIAL FUNCTIONS (Without Accommodation):**

- Able to read, speak, write and understand English.
- Able to push and/or pull a variety of tools and equipment weighing up to 40 pounds. Able to lift up and carry 40 pounds frequently. Required to lift 40 pounds to a 45-inch height and carry 50 yards.
- Able to work in a physically strenuous position for not less than eight (8) hours a day.
- Able to work with all types of cleaning chemicals and supplies.
- Able to work a forty (40) hour work week and overtime when needed and as directed.
- Able to work day or night shifts as needed.
- Able to work outside in all types of weather.
- Able to work at various elevated heights in a safe and effective manner.
- Able to work in restricted spaces in a safe and effective manner.
- Able to work with chemical agents in a safe and effective manner without allergic reactions.
- Able to demonstrate manual dexterity necessary to perform maintenance procedures and operate both manual and power tools in a safe and effective manner.
- Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.

**EQUIPMENT TO BE USED:**

- Cleaning equipment and supplies.
- Various hand and power tools.

**ENVIRONMENT:**

- Inside (with and without air conditioning) and outside, in all types of weather.

**PHYSICAL REQUIREMENTS:**

- Standing 5%
- Bending 20%
- Reaching 15%
- Walking 35%
- Lifting 20%
- Climbing 5%

**DUTIES/TASKS/JOBS:**

- Pick up and empty garbage containers in specified locations.
- Drive a truck, load and unload materials and equipment as required.
- Lift furniture and heavy boxes when required.
- General cleaning and maintenance of assigned City vehicle and equipment.
- Read/fill out Work Orders provided by Supervisors, maintaining work schedules as directed.
- Check, stock, clean restrooms and washrooms, laundry rooms, showers and Ferry Terminal.
- Sweeps, mops, scrubs, polishes floor, and vacuums floors of buildings, using cleaning solutions, tools, and equipment.
- Cleans or polishes walls, ceilings, windows, plant equipment and building fixtures, using steam cleaning equipment, scrapers, brooms and variety of hand and power tools.
- Gathers and empties trash.
- Dusts furniture, walls, machines and equipment.
- Moves items between departments, manually or using hand truck
- Assist with coordination of supplies and equipment needs used in cleaning and maintenance duties with Administrative staff.
- Clears debris from facility grounds.
- Mixes water and detergents or acids in container to prepare cleaning solutions, according to specifications.
- Drives vehicles, such as trucks, van or industrial truck.
- Cleans building interiors damaged by fire, smoke or water using commercial cleaning equipment.
- Applies waxes or sealers to wood or concrete floors.
- Landscaping duties as requested.
- Other duties as assigned.
- Perform shift work as assigned.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Ability to clean and maintain City trucks and equipment when required by Supervisors.
- Knowledge of common cleaning methods and use of everyday tools of cleaning and minor maintenance work.
- Ability to clean, sweep, mop floors and empty garbage.
- Ability to drive truck loads and unloads heavy objects.
- Ability to follow written and oral directions.
- Ability to perform simple painting of various objects.
- Ability to use standard operating guidelines; product and equipment labels and instructions; dilution/conversion charts; pH charts; Material Safety Data Sheets (MSDS); floor and pool vacuums (wet and dry), floor buffers, carpet shampoo and steam cleaners, mops, brooms, dust pans, ladders, small hand tools, and vehicles.
- Good physical condition.
- Post hire, a signed authorization from physician that employee can perform work may be required.
- Must have a valid Florida Drivers License in order to drive pickup truck.
- Able to read and write work orders.

Periodically duties other than those listed are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirements for an ability or skill a guarantee that ability or skill is going to be used.

I \_\_\_\_\_, have read this job description and hereby agree with the above noted “Acknowledgments”, that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City of Key West.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION  
VETERANS PREFERENCE EMPLOYER  
& A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall, Office of Human Resources  
525 Angela Street, 1<sup>st</sup> floor  
Key West FL 33040  
Telephone: (305) 809-3714**