



## Miami Township, Clermont County

### Position Description

**Job Title:** Facility Maintenance Worker

**Department:** Miami Twp. Civic Center

**Reports To:** Recreation Director

**Pay Classification:** Full-Time

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#### Summary:

Under the supervision of the Recreation Director, maintains the upkeep of all facilities to ensure the comfort and safety of the public and employees. Hours for this position are Monday to Friday 1:00pm -9:30pm. Hours may be adjusted on occasional Friday's as determined by the Civic Center room rental schedule. Internal Recreation events needing assistance on Saturday's (4 hours) will happen two times a year.

Pay scale for this position is \$17-\$20 based on experience and work history. This position includes a full benefits package with health insurance single or family, paid sick leave, vacation and holiday pay.

#### Education/Work Experience:

- High school diploma or equivalent.
- A minimum of 2 yrs. Experience in janitorial duties including floor care and minor building maintenance.

#### Essential Functions:

- Performs janitorial duties on the Recreation side of the building including emptying trash, cleaning restrooms, and maintaining and cleaning all floor surfaces.
- Daily cleaning and sanitizing of the lower-level Mulberry room and restrooms which houses the Clermont Senior Center Monday – Friday.
- Performs routine maintenance and minor repair work as needed and notifies the Service Dept. Director when assistance is needed with repairs.
- Keeps the Recreation Director apprised of inventory of supplies and materials and gets approval to order additional supplies.
- Can lift and move up to (80) pounds (30) yards.
- Can use ladder as needed to replace light bulbs and fixtures out of reach.
- Follows all safety policies and procedures of Miami Township.
- Demonstrates regular and predictable attendance.

**Other Duties and Responsibilities:**

- Acts as the building supervisor in the evening hours of 4:30pm-9:00pm. and assists users of the building with questions regarding class locations and cleanup of rooms.

**Other Duties and Responsibilities:** Continued

- Assist Service Dept. employee with changing out seasonal decorations in the building as needed.
- During the months of June, July and August assist with the daily cleaning of the Leming House restrooms.
- Assist as needed with Miami Township internal events set-up and tear down and a few other groups who use the facility and cannot do table set ups due to physical limitations.
- Ensures the immediate grounds adjacent to the Civic Center are trash and litter free and assists the Service Department as needed with cleanup of the recycling area.

**Knowledge and Skills:**

- Understands and implements Miami Township’s policies and procedures.
- Has good interpersonal and communication skills when dealing with internal employees and members of the public.
- Has knowledge of general sanitary and safety practices involving chemicals and cleaning agents.
- Can take direction well from not only the direct supervisor but other members of the internal Recreation team.

**DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT**

*The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent. By signing below I acknowledge that I have read and understand this Job Description and the provisions of this Disclaimer.*

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Signature

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Printed Name

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Date

**DATES AND APPROVALS**

Authorized by:

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Signature

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Printed Name

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Date