

**GRAND JUNCTION HOUSING AUTHORITY  
POSITION DESCRIPTION**

<b>TITLE:</b>	<i>Maintenance Technician - Cleaning</i>
<b>JOB CLASSIFICATION:</b>	<i>15 hours per week + 1 6 hour day</i>
<b>BENEFITS:</b>	<i>No Benefits</i>
<b>SUPERVISION EXERCISED:</b>	<i>None</i>
<b>SUPERVISOR:</b>	<i>Maintenance Supervisor</i>
<b>DATE:</b>	<i>February 3, 2012</i>

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**1. JOB DESCRIPTION/SUMMARY**

Primary responsibilities are cleaning of vacant units, common areas and main office building.

**2. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

Cleans main office and apartment complex common areas on a routine schedule in accordance with property cleaning check list. Ensuring each item is completed satisfactorily.

Cleans vacant units as needed.

Will use GJHA supplied cleaning materials.

**3. OTHER DUTIES AND RESPONSIBILITIES**

Reports completed assignment to Maintenance Supervisor for quality control.

Temporarily fill in for Ratekin Tower Maintenance Tech during absences.

Performs other duties as assigned.

**4. QUALIFICATIONS**

Requires ability to perform strenuous physical labor such as moving appliances, lifting 75 pounds or more, climbing stairs, stooping, kneeling, standing, walking and raising arms above head.

Requires a valid Colorado Drivers License and proof of insurance.

Criminal background checks are required and a pre-placement physical will be required.

Must pass pre-employment drug screen.

Must be dependable and have good time management skills.

Must be able to work independently with little or no supervision.



Job Description  
Maintenance/Janitor  
Monument Business Center

The position is scheduled for 15 hours @ week.  
Monday through Friday – 6 P.M. to 9 P.M.  
Additionally -- 1 Saturday or Sunday per month – 6 hour deep cleaning

1. Empty trash cans
2. Dust desks, furniture, tables, chairs in lobby and offices on a daily basis
3. Wipe down doors on a monthly basis
4. Wipe down ash trays on a daily basis
5. Wipe down door frames on a daily basis
6. Clean glass on a daily basis
7. Sweep & vacuum on a daily basis
8. Vacuum entrance rugs on a daily basis
9. Vacuum halls, offices on a daily basis
10. Clean meeting room chairs, table, counter top
11. Wipe down waste baskets as needed
12. Clean bathrooms (3) on a daily basis  
mirrors, stools, paper, mouth wash, cups, towels, walls,  
all refilled as necessary
13. Clean kitchen, wipe down sink, coffee maker, fridge, water fountain,  
microwave
14. Clean windows and sills
15. Clean under office furniture
16. Install any lights that are burned out
17. Install any plumbing parts to insure all toilets and faucets are operating  
properly.
18. Must be able to use squeegee for front & rear entrance glass

