



**Laredo Transit Management Inc.
Job Description**

Job Title: (1) Full Time Cleaner and (1) Part-Time Cleaner
Department: Maintenance
Reports To: AGM of Maintenance
FLSA Status: Non-Exempt
Application Period: October 24-31, 2017 (Before 5:00 pm)

SUMMARY OF DUTIES:

Keeps building in clean and orderly condition by performing diversified cleaning and building maintenance tasks.

MINIMUM QUALIFICATIONS:

- High School diploma or G.E.D.
- Valid Texas Driver's License.
- Two years of experience in related field.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to consistently operate within the framework of collegiality and teamwork.
- Ability to perform work in a productive and safe manner.
- Ability to effectively communicate both verbally and in writing in the English language.
- Knowledge of cleaning materials and equipment.
- Ability to perform heavy lifting and routine manual cleaning tasks.
- Ability to perform strenuous and routine work.
- Ability to operate floor sweeper and buffing machine.
- Ability to exercise care in the use of cleaning materials and equipment.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Ability to establish and maintain effective working relationships with supervisors and co-workers.
- Ability to project a positive and professional image for El Metro.
- Ability to perform other duties as assigned by supervisor.

EXAMPLE OF WORK PERFORMED: (The following is not intended to be a complete list of all duties performed.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sweeps, mops, scrubs, dusts, and vacuums.
- Empties trash and garbage containers.
- Cleans debris from sidewalk.

- **Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities.**
- **Washes windows, blinds and walls.**
- **Cleans and sanitizes bathrooms and replaces bathroom essentials as needed.**
- **Places hazard signs to warn the public of possible safety hazards.**
- **Cleans and polishes furniture and equipment.**
- **Cleans and washes sidewalks with spray washer eliminating all surface debris.**
- **Provides detail cleaning to Transit buses, paratransit vehicles and other support vehicles on daily basis.**
- **Water plants and the grass and may operate lawn equipment.**
- **Unclogs sinks, commodes, and urinals.**

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed outside having a variety of weather conditions and exposure to outdoor elements, such as fumes, gases, dust, grease, smoke, oils, noises, and extremes in temperature/humidity. The employee is regularly required to stand and walk, occasionally required to sit, listen and lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Physical ability required to be mobile, bend, stoop, stand, climb ladders and/or stairs, reach to adjust or repair equipment or materials, simultaneous use of both arms and both feet. Requires simple grasping and fine manipulation as well as hard grasping and medium dexterity.

Work hours may involve early mornings, late night, weekends, holidays and/or split shifts. Days off are subject to be canceled.

Laredo Transit Management, Inc. Is an Equal Opportunity/ Affirmative Action Employer and Complies with the Americans with Disability Act.

Apply by submitting an application to the El Metro Administrative offices located at 1301 Farragut St. -3rd Floor West, Laredo, Texas 78040. For application, job description or information, please contact us at (956) 795-2288.