

MASS TRANSPORTATION AUTHORITY

JOB DESCRIPTION

POSITION: **JANITOR**

SCOPE OF RESPONSIBILITIES:

A Janitor must maintain a high level of cleanliness for all of the MTA facilities.

SUPERVISED BY: **BUILDING & GROUNDS SUPERVISOR**

PRINCIPAL RESPONSIBILITIES:

- Clean and maintain all MTA facilities, including work areas, offices, restrooms, and bus shelters
- Sweeping, mopping, vacuuming and cleaning floors, windows and walls
- Remove trash from all areas
- Use power washing equipment to clean facilities
- Clean and maintain the grounds surrounding MTA facilities
- Dust all surfaces and fixtures
- Report defects found in facilities
- Perform other duties assigned

MINIMUM ACCEPTABLE EMPLOYMENT REQUIREMENTS:

- High School Diploma or equivalent education
- Organizational and communication skills
- Ability to operate Floor Scrubber, Carpet Cleaner, Steam-cleaner, or any other equipment necessary to keep facilities clean
- Ability to understand the applications and use of cleaning materials and supplies
- Maintain good working relations with co-workers and supervisors
- Ability to attend work regularly and work under stressful conditions
- Ability to pass criminal and reference checks as well as pre-employment physical and drug screen
- Valid Michigan Driver's License

MINIMUM ACCEPTABLE JOB PERFORMANCE STANDARDS

- Maintain continuous professional attitude, appearance and conduct at all times
- Insure facility cleanliness
- Wear and maintain authorized uniform
- Maintain a clean, well-groomed appearance at all times
- Be punctual and report for duty in the prescribed manner
- Comply with all MTA rules, regulations and contractual requirements

PHYSICAL REQUIREMENTS:

- Must be able to lift and/or move up to 50 pounds
- Daily use of hands and fingers to handle or feel objects, tools or controls.
- Reaching with arms and hands
- Walk, climb or balance
- Stoop, kneel or crouch

WORK ENVIRONMENT:

- Work is performed in multiple facilities and locations, as well as indoors and outdoors

WAGE RATE

\$12.75 per hour

APPLICATION SUBMITTAL:

Applications will be accepted until the position is filled. Apply in person at the MTA Administration Building, 1401 S. Dort Hwy., Flint **OR** any MTA location. Submit resumes to jobs@mtaflint.org. MTA is an equal opportunity employer!

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.