

# MASS TRANSPORTATION AUTHORITY

## JOB DESCRIPTION

POSITION: JANITOR

### SCOPE OF RESPONSIBILITIES:

A Janitor is responsible for maintaining a high level of cleanliness at assigned MTA facility or facilities, including office buildings, bus garages, Flint Transportation Center, Out County Service Centers, etc. Responsibilities also include cleaning and disinfecting buses.

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
- Clean and disinfect buses
- Report defects found in facilities
- Perform other duties assigned

### MINIMUM ACCEPTABLE EMPLOYMENT REQUIREMENTS:

- High School Diploma or equivalent education
- Organizational and communication skills
- Experience in operating a Floor Scrubber, Carpet Cleaner, Steam-cleaner, or any other equipment necessary to keep facilities clean
- Ability to understand the applications and use of cleaning and disinfecting 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

\$13.52 per hour plus benefits

APPLICATION SUBMITTAL:

Applications will be accepted until the position is filled. Applications are available at [www.mtaflint.org](http://www.mtaflint.org). Submit resumes and application to [jobs@mtaflint.org](mailto: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.*