



**JOB TITLE:** Maintenance/Janitorial

**REPORTS TO:** Maintenance/Mechanic Supervisor

**SUMMARY:** Responsible for assembly, washing, and maintenance of carts and bins; cart readiness for delivery; washes trucks; cleans spills, clears clutter, and debris around shop & yard; dust abatement; storm water collection for monitoring.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but not limited to:

- Assembles and repairs carts
- Cleans and pressure washes returned carts and bins
- Readies carts and bins for delivery
- Washes trucks as needed by shop
- Cleans spills, clears clutter, and debris around shop & yard including outside fenced area
- Drives water truck for dust abatement
- Collects storm water, as needed, for monitoring
- Adheres to all safety procedures
- Attends/holds mandatory safety meetings, which may be scheduled outside regular hours
- Performs other duties as assigned

**REQUIRED QUALIFICATIONS:**

- Must have a valid driver's license
- Must be DMV insurable

**EDUCATION AND/OR EXPERIENCE:**

- No prior experience or training required

**LANGUAGE SKILLS:** Basic English required – bilingual preferred (English & Spanish)

**REQUIRED SKILLS/COMPETENCIES:**

- Able to apply common sense understanding to carry out written and oral instructions
- Able to communicate verbally in a professional manner
- Able to work efficiently, quickly, and independently while adhering to scheduled & unscheduled deadlines