

## **JANITORIAL SERVICES WORKER**

The Port of Corpus Christi Authority of Nueces County, Texas is currently accepting applications for a Janitorial Services Worker. This position under the direct supervision of an assigned supervisor in the Maintenance Department performs all cleaning services of offices, restrooms, breakrooms, floors, glass, fixtures, furniture and appliances in office buildings, guard posts, dock houses, maintenance facilities and operational facilities.

### **Essential Functions:**

1. Responsible for all cleaning services of offices, restrooms, break rooms, floors, glass, fixtures, furniture and appliances for all office buildings, guard posts, dock houses, maintenance facilities and operational facilities.
2. Vacuums and shampoos carpeted floors; mops and polishes tile, vinyl and other hardwood floors.
3. Cleans sinks, commodes, urinals and other fixtures in restrooms.
4. Cleans and polishes glass and mirrors; cleans windows indoors and outdoors.
5. Empties trash cans into dumpster, and empties recycle receptacles into special containers.
6. Empties large trash cans at docks and other outdoor facilities.
7. Ensures restrooms and break rooms are adequately stocked daily and restocks supplies such as paper towels, soap and toilet paper when needed.
8. Cleans tables, counter-tops, dishes, sinks, microwave ovens, stoves, refrigerator and other appliances in break rooms.
9. Assists with clean up of facilities after special, extreme and/or catastrophic events.
10. Performs other duties as assigned.

### **Other:**

11. Under special circumstances assists maintenance staff with essential functions such as boarding up and tying down facilities/structures in preparation of storms and other potential disasters.
12. Provides assistance to other employees to achieve maximum departmental efficiency.
13. Adheres to port policy and works towards a safe work environment.
14. Drives vehicle as necessary to complete assigned duties.
15. Functions in pre or post-disaster preparedness as an essential employee.

### **Additional Physical Factors:**

While performing duties employee is regularly required to stand, walk, reach, and use hands to finger movements; frequently required to stoop, kneel, crouch or crawl and lift and/or move up to 50 pounds and occasionally sit, climb or balance.

### **Environmental Factors:**

Exposure to adverse weather conditions, fumes and/or airborne particles, high precarious places and risk of electrical shock. Moderate noise levels and moving mechanical parts are present.

### **Vehicles, Equipment, Technology Used to do the Job:**

Use of motor vehicles, mechanical and electrical equipment.

### **Minimum Acceptable Qualifications:**

High school diploma or equivalent. Ability to speak, read and understand English; ability to carry out instructions furnished in written, oral or diagram form; ability to communicate

clearly with staff and clients. Minimum six month's cleaning or janitorial experience, or in the type of duties outlined above; or acceptable equivalent experience. Must possess valid driver's license. Candidates for this position must pass a physical exam, which includes drug screening.

This position may require unescorted access to Port facilities regulated by 33CFR105. To gain unescorted access to these facilities, this position requires the employee to be **ELIGIBLE TO OBTAIN** a Transportation Worker Identification Card (TWIC) in accordance with 33CFR101.514 (TWIC Requirement). Disqualifying background criteria for TWIC are provided in 49CFR1572. Must possess valid driver's license and considerable judgment to safety and efficiently operate and maintain equipment.

Salary commensurate with experience, minimum \$11.47 per hour, non-exempt.

Persons not employed by the Port may apply by contacting Workforce Solutions of the Coastal Bend (361) 882-7491 **or they may apply online at [www.portofcc.com](http://www.portofcc.com)** by August 17, 2015. Current Port employees should apply by submitting an internal application and resume to the Human Resources Department by August 17, 2015. **Applicants must submit the Port of Corpus Christi application, Resume and all other forms as specified above by August 17, 2015** to the Port of Corpus Christi Authority – Human Resources Department, P.O. Box 1541, Corpus Christi, TX 78403. The Port of Corpus Christi is an Equal Opportunity Employer