

TITLE	Floor Maintenance Technician
FACILITY	Parkway Maintenance and Management Company
JOB CODE	
DEPT. NUMBER	110031
DEPT. NAME	Flooring
LOCATION	Clearwater – Parkway Maintenance
EFFECTIVE DATE	2017
STATUS	<input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt

Job Summary/Overview

The Floor Maintenance Technician has the responsibility of meeting or exceeding Parkway Standards of the general upkeep of the residential structures. This includes both interior and exterior duties in the common areas. The duties range from general cleaning to light grounds keeping. The duties also include inspections of the areas of responsibility and notations of problems given to building foremen for corrective work orders. The Floor Maintenance Technician is not assigned to a set of specific buildings but rather performs the duties as needed in various buildings which do not have building attendants or works in certain buildings in conjunction with the building attendants.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and responsibilities

The following statements describe the functions of this position, as well as the functions associated with building maintenance, and its scope of responsibility which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance workload.

The Floor Maintenance Technician will be responsible for:

- Operates automated floor maintenance equipment as assigned
- Mixes and applies floor cleaners/strippers/sealers as instructed
- Assists in the daily maintenance of floor care equipment
- Assists other floor maintenance team members

This position also performs the daily functions of a building maintenance team member as assigned or needed:

- The cleanliness of the common areas in the buildings, sidewalks, walkways, parking areas and immediate grounds.
- This includes mopping, washing, sweeping, dusting, wiping down, cob web removal, blowing off and removing leaves, etc.
- Observing the condition of the building and grounds looking for unsafe conditions and correcting the same immediately.
- Observing the condition of the building and grounds looking for reportable problems and notifying the Cleaning Crew Leader for issuance of corrective work orders
- Keeping the stairways, walkways, sidewalks and parking areas free of trash and yard debris.
- Arranging and transporting all trash and debris containers for morning pick-ups, washing and returning to the appropriate areas.
- Maintenance of the general landscaping, trimming shrubbery and weeding.
- Caring for and cleaning the cab and door tracks of the elevator.

- Checking the functions of the elevator as instructed.
- Checking the lighting and reporting problems to Building Foremen.
- Fulfilling special projects as assigned by Building Foremen or the Cleaning Crew Leader
- Attending all safety meetings
- Aiding with other positions in the department and the entailing cross training needed.
- Helping in emergency situations in whatever duties as needed.
- Performing other tasks as needed when requested by supervisors or superintendents.

Qualifications (Education, Experience, Technical Skills)

Education and Experience

- High School Diploma, GED or an Equivalent combination of education and work experience.
- Able to read, write, speak and understand English

Technical Requirements

- Experience with and knowledge of all housekeeping techniques.
- Experience with and knowledge of landscaping techniques such as hedge trimming, pruning, weeding etc.
- Experience with and knowledge of all cleaning tools, blowers, etc.
- Ability to learn or knowledge of safety practices that must be employed.

Working Conditions

The working conditions described are typical of those an employee encounters while performing the essential functions of the job.

- Work outdoors in heat, cold, and or rain
- Operates Floor Machines
- Dig
- Operate Power Tools
- Climb and stand on ladders
- Carry 50 pounds.
- Climb 4 flights of stairs regularly.
- Use personal protective equipment.

Hazardous Exposure

- Involves no exposure to blood, body fluids, or tissues, although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids.
- Exposure to petroleum based products, sprays, fluids, and solids.

Physical requirements

While performing the duties of this job, the individual will occasionally be required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The individual will regularly be required to lift up to 50 pounds; and will frequently be required to sit, use hands / fingers, handle, or feel, taste or smell. Vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Hand Tool work. Exerting 50 to 500 pounds of force during a regular work day and lifting 50 pounds on a continuous basis.

Organizational Relationships

Direct Reports: Foreman and the Assistant Superintendent of Building Services and works closely with other members of Parkway.

Certifications or Licenses

- A valid Florida Driver's License is required with acceptable driving history.

Approved by:	
Date Approved:	
Date of Exempt/Non-Exempt Status Form:	
Reviewed by HR:	
Employee Acknowledgement	<p>This is to certify that on this date _____, I have received, read, understand and will comply with the above Job Description. If there is a procedure/provision in the Job Description that I do not understand I will seek clarification from the Department Manager or Human Resources.</p> <p>Employee Name (Please Print)</p> <p>_____</p> <p>Employee Signature</p> <p>_____</p>