

# OREGON TRAVEL EXPERIENCE

## Rest Area Maintenance Technician

### Position Purpose

Perform janitorial, custodial, grounds keeping, maintenance and security tasks to provide clean and safe restrooms, buildings, roadways, and grounds for travelers at a Safety Rest Area.

### Position Responsibilities

#### Janitorial

1. Cleans restrooms by sweeping, washing, disinfecting and mopping floors, walls, ceilings and fixtures with approved chemicals.
2. Areas of cleaning include: inside and outside walls, toilets, urinals, fixtures, ceilings, floors, mirrors, hand dryers, windowsills, partitions, garbage cans, sidewalks, and parking areas.
3. Keeps toilet paper, paper towel, and sanitary napkin dispensers filled.
4. Collects and disposes of garbage, litter, tree limbs and other debris.
5. Cleans tables, benches, walkways, parking areas, signs, drinking fountains and other fixtures.
6. Monitors building security and safety by performing such tasks as inspecting doors, windows and locks to see that they are properly and securely fastened. Checks electrical use to ensure that hazards are not created.
7. Observes appearances and conditions of premises and equipment; reports needed repairs, safety hazards, or conditions requiring outside vendor services.
8. Performs minor maintenance such as unplugging toilets, replacing light bulbs, removing graffiti, and painting.
9. Performs additional duties as assigned.

#### Landscape

1. Mows lawns and fields with large and small riding and power mowers, trim turf edges with hand or power tools.
2. Blows sidewalks and picnic areas after mowing, and removes leaves as needed.
3. Prunes trees, shrubs, perennials, annuals and rough brush with hand and power tools.
4. Loads and unloads dirt, gravel, tree limbs and other debris.

5. Cleans, maintains and services equipment and tools.
6. Cuts down and removes limbs, branches, and trees that have been damaged by adverse weather conditions.
7. Removes snow from sidewalks, walkways and parking areas using snow blowers, snow shovels, and spreading snow melting chemicals.
8. Performs additional duties as assigned.

#### Working Relationships

1. Receives direct supervision and training from Rest Area Supervisor and Assistant Supervisor who reviews work for quality and adherence to agency standards.
2. Reports daily to supervisors the status of assigned tasks and any incidents or changes in normal activities and operations.
3. Contact with the traveling public that projects a positive image of OTE and the State of Oregon through courteous behavior and appearance. Provides information and assistance as needed.
4. Works with other Maintenance Technicians in an environment of mutual respect and cooperation which includes open communication and a positive business attitude.

#### Qualifications

1. Valid, unencumbered drivers license with insurable driving record.
2. Ability to establish and maintain effective, harmonious, cooperative, and productive working relationships with other employees and the public.
3. Skills in following oral and written instructions and keep written records of work.
4. General knowledge of use, operation, and maintenance of specialized equipment used in landscape maintenance.
5. Knowledge of and the ability to use common hand tools such as hammers, pliers, screwdrivers, shovels, rakes, etc.
6. Knowledge of occupational hazards and safety rules.
7. Ability to report for work on time and perform the duties of the job for an entire workday.
8. Ability to maintain accurate time sheets and submit them to supervisors in a timely manner.

### Physical Requirements

1. Ability to work in, on and around buildings, facilities and grounds, inside and outside in all weather conditions
2. Adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position, including emergency response situations
3. Ability to walk up and down inclines and stairs, over rough, uneven and slippery terrain or paved surfaces
4. Ability to climb ladders, reach above shoulder level, and work on hands and knees
5. Ability to bend, stoop, crouch, kneel, climb, twist, push and pull in regular performance of duties
6. Ability to operate hand and powered tools
7. Ability to lift and move objects weighing up to 50 pounds

### Working Conditions

May interact frequently with the public. Often works alone. Works various shifts including weekends, holidays, evenings and long hours on short notice. May be exposed to environmental and chemical hazards, allergens, and odors standard to area of assignment. Cleans up and disposes of human-generated and animal waste. May be exposed to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures.

### Employment at Will:

Employment at Oregon Travel Experience is "at-will", which means that either the agency or the employee can terminate the employment relationship at any time for any reason. While the agency would appreciate two weeks notice, employees are always free to resign their employment at any time for any reason. The agency reserves the right to terminate the employment relationship at any time for any reason.

No employee has a contract to continue employment for any minimum or specific period of time. No manager or supervisor has the authority to enter into an employment contract or make any promises to any employee that implies continued employment for any definite or indefinite period of time.

(12/7/2011)