BRIDGEVIEW BANK GROUP

# JOB DESCRIPTION

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| Job Title | BCBC JANITOR/MAINTENANCE | | |
| Reports to | Marty Ryan | *EE Type* | Non-exempt |

## POSITION PURPOSE

Performance of essential janitor and maintenance tasks that may require multiple skills to perform tasks, or to insure the complete and adequate performance of assigned tasks under minimal supervision.

## COMPETENCIES

- **Change orientation**– Displays openness to change with a positive attitude.
- **Customer Focus –** Understands the needs of our customers and seeks clarification as needed. Responds to customers in a professional and knowledgeable manner by establishing rapport and demonstrating the ability to create customer loyalty.
- **Accountability –** Taking personal responsibility and ownership for meeting commitments. Accepts responsibility for assigned tasks.
- **Teamwork –** Works cooperatively and collaboratively with others, and supports the success of the overall team and Bank. Participates as a team member; follows through on commitments
- **Values and Respects Others –**Supports diversity of thoughts and ideas of teammates. Demonstrates honest, ethical behavior at all times; treating all people fairly and makes them feel valued. Builds positive relationships with Bank employees.

## PRINCIPLE ACCOUNTABILITIES

- Perform routine maintenance throughout the building and property, to include light painting, carpet/floor cleaning, plumbing, other general repair skills, etc.
- Perform minor adjustments on HVAC systems, including minor repairs to units.
- Complete assigned daily cleaning tasks; these duties include detailed cleaning of marble walls, floors, brass doors, building fixtures.
- Perform minor repairs and/or replacements of room furniture, fixtures
- Clean and maintain the Bank's exterior areas, to include the parking lot, and all other aspects pertaining to the overall landscape and curb appeal.
- Protect Bank assets by properly securing tools, equipment, and supplies.
- Report requests for major repairs to the Maintenance Chief.
- Smile, acknowledge, and greet guests/tenants while in suites or any other area of the bank.
- Respond to tenant requests for immediate repairs or cleaning requests.
- Be available to work a flexible schedule.
- Assist other employees in various assignments as needed.
- Report and store lost-and-found items.
- Excellent communication and interpersonal skills with the ability to interact with many types of personalities.
- Provide professional and courteous tenant relations.
- Complete general upkeep and cleaning of common areas.
- Perform all other duties as outlined.