



**Job Title:** Cleaning Technician

**Reports to:** Project Manager/Asst Project Mgr

**Department:** Operations

**Classification:** Non-Exempt / Part-time (as needed)

**Revision Date:** 3/3/2008

**Working Days/Hours:** M-F 7:30am – 4:00pm

#### **Position Overview**

This is a cleaning position for post-fire, smoke, water, wind, or other damage. The Cleaning Technician will learn to thoroughly remove all soot and odor residue caused by fire as well as cleaning in a post-construction environment. Cleaning Technician also works with the cleaning crew to clean contents on site as well as back at office, perform pack-ins and pack-outs of customer contents and performing inventory of contents. Cleaning Technician also performs work around office as needed. Cleaning Technician must be trainable in detailed cleaning and willing to go further than normal cleaning.

#### **Essential Job Duties and Responsibilities**

- Clean post-fire/smoke, water, wind or other damage sites
- Perform post-construction cleaning
- Perform pack-in's and pack-out's of customer contents
- Inventory customer contents
- Clean office

#### **Requirements**

- Desire to learn
- High School Diploma preferred but not required
- Some computer experience
- Pass drug screening and criminal background check
- Have reliable transportation
- Availability to respond to 24 hour emergencies or mitigation calls
- Above average communication skills
- Highly Organized with attention to details
- Works well in team environment
- Integrity, honesty and responsibility with a desire to contribute to a team

#### **Physical Requirements**

- Ability to perform sedentary tasks in a mentally demanding and highly stressful work environment.
- Ability to lift up to 50 lbs on a regular basis
- Ability to stand, squat, climb, bend, kneel, stoop, walk, push, pull, crouch and crawl for long periods of time
- Ability to travel up and down ladders
- Ability to work in high places and in tight spaces
- Capable of working in fire, smoke and/or water damage environments that have potential for mold & mildew

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization

By signing below, I acknowledge receipt of and understanding of the above job description. I further agree that I understand the requirements of this position and that I am fully capable of performing stated duties and responsibilities, and fulfilling all the requirements with or without reasonable accommodations.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date