



NEG BUILDING SERVICES INC.

NOW HIRING WINDOW CLEANER

SUMMARY Performs skilled labor on the window cleaning operations while meeting contract requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities, accomplished with or without reasonable accommodation, are essential to this position.

1. Administer efficient cleaning of window panes in various public and commercial buildings.
2. Perform regular cleaning of all outside window surfaces.
3. Manage cleaning of all glass with help of sponge and glass cleaning fluid.
4. Perform cleaning job at various hard to reach places such as building top floors.
5. Maintain knowledge on usage of various swing stage and other equipments to clean outside windows.
6. Manage all glass surfaces and provide require attention.
7. Monitors quality of service to meet contract specifications.
8. Maintains and operates Building Maintenance/vehicles.
9. Secures tools and materials in company vehicles and warehouse.
10. Maintains paperwork such as timecards, quality inspections, etc.
11. Cleans all equipment upon completion and ensures tools are in good working condition for the following crew to use.
12. Ensures all clean up is performed professionally including legal disposal of supplies.

13. Ensures Company's safety program is followed. Ensures all equipment meets highest safety standards.

RELATED DUTIES The following related duties may be assigned to an employee with fewer skills only when they can be carried out with or without reasonable accommodation.

1. Performs other duties as assigned.

EXPERIENCE

One year Journeyman level cleaning windows

EDUCATION AND TRAINING

Ability to read and understand English via high school diploma, G.E.D., or equivalent preferred.

OTHER REQUIREMENTS

1. Valid diver's license and clean DMV record is required.
2. Ability to work both independently and as part of a team, completing tasks on time.
3. Ability to be dependable, patient and a positive role model for all who work with them.
4. Ability to communicate in English both verbally and in writing. Spanish speaking is beneficial for clear communication in this position but is not a requirement. Ability to maintain orderly and accurate paperwork.
5. Ability to work outdoors in all weather conditions, maintaining work pace throughout the day.

WORKING CONDITIONS

The worksite is outdoors. Work can be hot during summer months, cold and wet in winter. The employee is frequently required to walk, stand, bend, stoop, reach, pull and lift and/or move up to 50 pounds. The noise level is usually moderate.