Job Summary

Company

[PORTCO, Inc](https://jobs.localjobnetwork.com/company/profile/PORTCO-Inc/034A62DACF614DED9842506AF81E8FBE)

Start Date

Immediately

Employment Term and Type

Regular, Full Time

Work Hours (i.e. shift)

3pm-10:30pm Mon-Sat

Salary and Benefits

20.00

Pay Rate is $20.00 per hour with an additional Health and Wellfare benefit of $3.22 per hour towards a 401(k) contribution.

Required Education

High School or Equivalent

Required Experience

1+ years

Required Security Clearance

Other Clearance

Security Clearance Note

Must be able to pass a background check

Floor Technician Site Supervisor - NAMA - 00020

Arlington, VA  / Washington, DC

Job Description

Main Function:

Floor Care Supervisor is responsible for the overall floor maintenance of hard surface and carpet areas (stripping, waxing, buffing, shampooing, extraction, & bonneting). The Floor Care Supervisor is responsible for instructing and teaching all new associates the proper processes and procedures of floor care.

Essential Functions: This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of the position. Other job related responsibilities and tasks may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

* Maintain a high standard of excellence
* Performs the following duties: carpet cleaning, scrubbing, stripping, sealing, waxing, and spray buffing had surface floors.
* Must be able to operate high and low speed buffer, and burnishing equipment.
* Assist with identifying staff training requirements; provide technical guidance and direction to custodial and floor crew team members.
* Train Floor Tech workers to operate and clean the equipment and attachment tools and ensure maintenance is performed as necessary
* Follow established safety precautions for cleaning and maintaining all areas of the facility.
* Ensure a safe working environment at each site and office
* Must be able to operate and maintain all floor cleaning/finishing equipment to include but not limited to floor buffer/burnishes, water extraction machine, and carpet cleaning equipment.
* Ensure site contractual obligations, company policies and procedures are followed
* Inspect & examine the equipment & attachment tools to ensure quality
* Examine floor care chemicals and their use, ensuring correct dilution ratios are being followed
* Prepares activity and personnel reports.
* Maintains required records of work hours, payroll, work performed and other tracking information

Job Requirements:

* Excellent work history
* At least one year of  commercial Floor Care experince
* Excellent communication skills
* Ability to train others or to learn how to train others
* Team focused approach requiring ability to work with others and take direction
* Physically demanding fast-paced environment requiring ability to work efficiently with attention to detail.
* Must have and maintain a valid Driver’s License with acceptable driving record

Location:

Assigned Federal, State or private Contracted Site. Work hours may vary.  Flexibility is a must.

Training:

Training in proper Floor Care Techniques, Health and Safety Trainings, Contract Standards and required trainings will take place immediately.  CPR/First Aid Certification, Non-Violent Crisis Intervention training and Policy and Procedures Training will take place during on-boarding process.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear.  The employee must frequently lift and/or move up to 70 lbs.  Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

Work environment characteristic described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

While performing the duties of this job, the employee is frequently exposed to weather conditions prevalent at the time.

PORTCO is an Equal Opportunity Employer. Minorities, Women, Veterans and Individuals with disabilities are encouraged to apply.