

JOB DESCRIPTION: CLEANING TECHNICIAN

Job purpose

The on time delivery of exceptional quality cleaning needs to customers, this is to be handled in a positive, professional and respectful manner. The key components of the job are driving a company vehicle, window cleaning, gutter cleaning, dryer vent cleaning, power washing, snow removal, roof cleaning, customer service and documentation. This is a front line position; you are to be the face of ViewRenew Inc.

Reports to – Operations/ Branch Manager

Daily:

- Foster an environment of honesty, hard work, growth and equality for others
- Arriving and delivery of on time the "best service anywhere" (reliability)
- Punching in/ out with the use of company work sheets
- Conduct Pre-trip inspections on company vehicles before leaving the shop for work locations
- Reporting/ Logging any vehicle or equipment deficits or issues to Management
- Reviewing worksheets and hazard assessments on work orders
- Ensuring all necessary equipment and supplies are taken to daily job sites
- Proper use of equipment, keys and unit lists to worksites/ jobs
- Maintain and govern safety standards at all job sites
- Follow proper procedures and policies as outlined in Company Health & Safety Manual
- Reviewing Work orders and job requirements with prior to leaving for daily routes.
- Assisting and welcoming customers at their homes
- Maintaining a clean, safe and orderly vehicle
- Documentation of work provided while onsite at job sites by the use of our mobile APP
- Listening to customers requirements with care and attention to detail
- Driving vehicles in a safe and well represented manner (the trucks are billboards)
- Notifying Management if any changes to worksite hazards or changes in the scope of an expected job site or unsafe working conditions
- Filling out and completing Job Hazard Assessments before commencing a job order
- Provide clean and detailed work to meet customer expectations and uphold ViewRenew Inc.'s "best service anywhere"
- Detergent application and treatments to homes and roofs.
- Cleaning siding, roofs, flat surfaces and other services as necessary by using hot water power washers and low pressure application equipment.
- Cleaning gutters, windows and dryer vents with safety and attention to detail in mind.
- Proper mixing and dispensing of chemicals on site and in the shop

- Documentation and emailing between Management and customers
- Ensure OSHA and company regulations are being followed "Safety First"
- Always be prepared to cover for other technicians if required in field
- Daily refueling and filling up water, detergents and fuel into vehicles so they are ready to be used the next day

Weekly:

- Arrange shop, garage and offices
- Check supply levels in trucks and shop (pre-trips)
- Assisting in cleanliness and general housekeeping of shop, offices and washrooms
- Purchasing and managing of supplies within company budget
- Truck/ Building maintenance – assisting and supervising contractors and staff
- Assisting in general deliveries and picking up of necessary supplies

Monthly/ As needed:

- Organize, clean and look for general improvements within the facility and its functions
- Maintaining vehicles in safe and appealing manner
- Attend monthly safety meetings and/or daily tool box meetings
- Participate in quarterly inspections of shop/ offices/ trailers/ truck
- View the monthly stats
- Assist Management in general upkeep of building and facilities
- Attend paid classes and training
- Regular informal meetings with supervisors to discuss anything requiring attention

Experience required & preferred:

- Previous experience working in a roof cleaning, power washing or detail work environment (we are willing to train the right candidate)
- Minimum experience working with public in a customer service related position
- Minimum of two years driving experience, clear abstract, clear criminal record
- Experience working with others in a team and working well unsupervised
- Demonstrated ability to follow instructions
- Ability to operate a cell phone and possess a mobile device to use in the field
- Excellent, proven interpersonal, verbal and written communications skills
- Ability to work in an organized fashion
- Proven ability to cope with conflict, stress and crisis situations

Credentials Required:

- Clean driving record
- Experience driving in a city and hi-way

This Job Description expresses the current qualities and skills we as an organization are searching for in a Mobile Cleaning Technician.