



## **JOB DESCRIPTIONS/PAY SCALE**

The purpose of a job description is to define a position's duties and set requirements for filling the position. The following positions are detailed:

- Level 1 Maintenance
- Level 2 Maintenance
- Lead Person
- Maintenance Supervisor

### ***Level 1 Maintenance***

*Reports to:* Maintenance Supervisor

*Lines of Promotion:* Level 2 Maintenance or Lead Person

*Qualifications:* Office maintenance experience preferred.

*Pay Scale:* \$7.00 - \$9.00 per hour

*Responsibilities:* General office maintenance, including, but not limited to: trash removal; dusting; cleaning and re-stocking supplies in restrooms, break-rooms, coffee centers; sweeping and mopping floors; vacuuming; window washing; replacing light bulbs; other duties as assigned. Specific duties may vary depending on the list of specifications required by the client at each location.

Mid South Building Services, Inc. will train the employee on the proper guidelines, procedures and proper use of chemicals and equipment during initial training and on an ongoing basis. Employees are expected to follow these guidelines and procedures as outlined.



## ***Level 2 Maintenance***

*Reports to:* Maintenance Supervisor

*Lines of Promotion:* Lead Person

*Qualifications:* Knowledge of general office maintenance, hard floor care and/or carpet care.

*Pay Scale:* \$7.50 - \$10.00 per hour

*Responsibilities:* General office maintenance, including, but not limited to: trash removal; dusting; cleaning and re-stocking supplies in restrooms, break-rooms, coffee centers; sweeping and mopping floors; vacuuming; window washing; replacing light bulbs; buffing floors; stripping and waxing floors; carpet cleaning; other duties as assigned. Specific duties may vary depending on the list of specifications required by the client at each location.

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***Lead Person***

*Reports to:* Maintenance Supervisor

*Lines of Promotion:* Maintenance Supervisor

*Qualifications:* Ability to assist in supervision and training of new employees, as well as give daily direction and work lists.

*Pay Scale:* \$8.00 - \$12.00 per hour

*Responsibilities:* Assists in training of new employees; assigning daily direction and work lists; filling in for absent employees. General office maintenance, including, but not limited to: trash removal; dusting; cleaning and re-stocking supplies in restrooms, break rooms, coffee centers; sweeping and mopping floors; vacuuming; window washing; replacing light bulbs; buffing floors; stripping and waxing floors; carpet cleaning; other duties as assigned. Specific duties may vary depending on the list of specifications required by the client at each location.

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## ***Maintenance Supervisor***

*Reports to:* Owner/Manager

*Qualifications:* Supervisory experience; knowledge of total hard floor care and carpet care; knowledge of general office maintenance. Must be dependable and be able to have flexible hours and work rotating shifts if necessary. Must have good communication skills and be able to speak clearly and correctly. Must be able to work without supervision. Must be able to work under pressure. Must show good leadership skills. Must be able to meet the rigors of the job. Must be knowledgeable in personnel and business problem solving.

*Pay Scale:* \$9.00 - \$13.00 per hour

*Responsibilities:* Responsible for specified locations and employees working in those locations. Train employees; assign tasks; inspect completed work for conformance to standards; assist management in writing employee reviews; filling in for absent employees; replenish supplies; maintain equipment; resolves employee problems or refers matters to owner/manager when appropriate. General office maintenance, including, but not limited to: Trash removal; dusting; cleaning and re-stocking supplies in restrooms, break-rooms, coffee centers; sweeping and mopping floors; vacuuming; window washing; replacing light bulbs; buffing floors; stripping and waxing floors; carpet cleaning; other duties as assigned. Specific duties may vary depending on the list of specifications required by the client at each location.

Mid South Building Services, Inc. will train the employee on the proper guidelines, procedures and proper use of chemicals and equipment during initial training and on an ongoing basis. Employees are expected to follow these guidelines and procedures as outlined.