

Liberman Broadcasting, Inc.

Handyman/Gardner

We are Liberman Broadcasting, Inc. ("LBI") a major Spanish Language TV and Radio Broadcaster, and we're looking for an outgoing, hard working and creative individual to join our team. LBI is an Equal Opportunity Employer.

SUMMARY Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning snow or debris from sidewalk, cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish as needed. Maintain lawn and building inside and out. Duties include landscape, painting/drywall maintenance, plumbing, and maintaining light fixtures. Perform routine maintenance activities on a daily basis and notifying management for any repairs needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Ensures the facility is kept neat and clean inside and out of building.
2. Performs minor repairs and improvements as necessary inside and out of building.
3. Maintains exterior of the buildings
4. Maintains adequate lighting to insure the safety and security of LBI Dallas facility and their staff.
5. Keeps all tools in working order
6. Transports Executive Management and/or supplies as required
7. Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment
8. Drive vehicles or equipment needed for a task, may include vans, industrial trucks, or industrial vacuum cleaners.
9. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
10. Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
11. Notify managers concerning the need for major repairs or additions to building
12. Painting in or out of building as needed or required
13. Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals, if needed.
14. Requisition supplies and equipment needed for cleaning and maintenance duties.
15. Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
16. Follows fire safety procedures and regulations.
17. Assist staff with projects
18. Serve as a backup for Cleaning Maintenance Position.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibility.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience. Knowledge of cleaning methods and procedures; knowledge of the materials, supplies and equipment utilized in cleaning activities.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Texas Driver's License and Driving Record.

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. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Contact

Interested candidates must submit a resume to: Liberman Broadcasting, Inc, 2410 Gateway Drive, Irving, TX 75063 Attn: Imelda Herrera, Human Resources Coordinator. / www.lbimedia.com / iherrera@lbimedia.com / fax: (972)652-2142

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.