VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which is available at www.senate.gov/saaemployment.

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference In Appointments policy by submitting a written request to resumes@saa.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

GENERAL CLEANING TECHNICIAN

NATURE OF WORK

This is responsible work maintaining the cleanliness of the Senate wing of the U.S. Capitol building. Work includes completing a variety of cleaning tasks as well as occasionally setting up rooms, and moving furniture and materials. Work is performed under the general supervision of a Facilities Services Supervisor or Facilities Services Manager.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Cleans offices, corridors, rest rooms, storerooms, carpets, stairways, elevators, fireplaces, and other areas as assigned on a regular basis using appropriate equipment and supplies; maintains cleaning equipment.
- Collects, bales, and transports waste and recyclable materials.
- Replenishes washroom and other consumables.
- Sets up and breaks down meeting rooms for meetings, conferences, and banquets, as needed.
- Moves furniture, materials, and supplies using appropriate equipment upon request.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed indoors, requiring prolonged periods of walking, standing, climbing, bending, and safely pushing/pulling/lifting; incumbent will regularly be required to lift objects up to 50 pounds and occasionally be required to lift objects more than 50 pounds with assistance and will frequently be required to push/pull fully loaded cleaning carts/trash receptacles. Work requires the use of cleaning and moving equipment, and exposes the employee to cleaning chemicals.

MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), and 1-3 years experience cleaning office buildings; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of building cleaning practices, procedures, equipment, and processes.
- Knowledge of basic safety procedures and practices.
- Ability to learn to operate a variety of cleaning and moving equipment; including an electric pallet jack.
- Ability to complete tasks in a timely and efficient manner.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

- Ability to complete tasks with appropriate discretion and judgment.
- Ability to assist others with safely lifting heavy objects.
- Must be dependable and trustworthy.
- Strong customer service and interpersonal relationship skills.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.