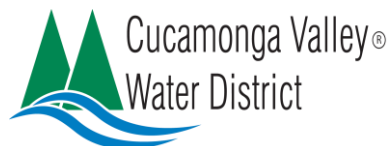


# FACILITIES MAINTENANCE WORKER



*Service Beyond Expectation*

Job Status: Non-Exempt  
Date Adopted: 10-2009  
Date Modified: 03-16-2023

Safety Sensitive Position

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

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## **DEFINITION**

Under general supervision, performs semi-skilled maintenance tasks related to painting, lighting, custodial duties, and general maintenance of District buildings and structures; and performs various tasks relative to assigned area of responsibility.

## **DISTINGUISHING CHARACTERISTICS**

Facilities Maintenance Worker is the entry-level class. Under direct supervision, incumbents perform various custodial and light maintenance tasks in and around buildings and facilities. Work is performed in accordance with established schedules, procedures, and standards.

## **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is received from the Operations Supervisor (Facilities) and/or the Operations Manager (Construction & Maintenance).

The Lead Facilities Maintenance Specialist may occasionally provide technical and/or functional work direction to the Facilities Maintenance Worker.

## **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Essential Functions:**

1. Sweeps, mops, scrubs, and polishes floors; sweeps and vacuums rugs; spot cleans carpets.
2. Dust and polish furniture and woodwork.
3. Empties, cleans, and line waste receptacles and dispose of trash.
4. Washes doors, windows, walls, ceilings, venetian blinds, and furniture.
5. Cleans microwave ovens, stoves, coffee pots, and refrigerators.
6. Polishes metalwork.
7. Cleans and disinfects restrooms.
8. Restocks restroom supplies as necessary.

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### ***Essential Functions (continued):***

9. Reports the need for maintenance and repair.
10. Strips, seals, and buffs floors.
11. Turns off lights and locks doors to secure buildings.
12. Picks up paper and sweeps and washes areas around buildings and facilities.
13. Maintains equipment and materials in proper condition.
14. Keeps essential records of work performed and completes a timesheet
15. Observes safe working practices, including maintaining storage areas in a safe condition.
16. Corrects or reports any safety or fire hazards.
17. Follows label instructions to mix and dilute cleansers, disinfectant, and stripping agents to ensure proper strength for use.
18. Uses a wide variety of tools, equipment, and supplies.
19. Reports unauthorized persons and other security problems.
20. May assist other maintenance personnel in maintaining buildings and fixtures; operates vehicles to and from work sites and haul debris for disposal.
21. Moves office furniture and equipment and may make minor repairs.
22. Sets up conference rooms for meetings.
23. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
24. Regular attendance at the work site.

### **Marginal Functions:**

1. Responds to after-hours emergencies, as necessary.
2. Performs related duties and responsibilities as required

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### ***Knowledge of:***

Proper cleaning methods and the safe usage of cleaning materials, disinfectants, janitorial tools, and equipment; use and minor maintenance of hand and power tools and equipment used in custodial work;

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### Knowledge of (continued):

safety practices and equipment related to the work; proper mixing and dilution of cleansers, disinfectants, and stripping agents; safe work methods and safety regulations pertaining to the work.

### Ability to:

Understand and follow written and oral instructions; complete assignments independently without immediate supervision; establish and maintain effective working relationships with those encountered in the course of the work.

## REQUIRED QUALIFICATIONS

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

<b>Job Title</b>	<b>Facilities Maintenance Worker</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• One year of experience performing various custodial work in a commercial environment or building maintenance-related duties.</li></ul>
<b>Education/Training</b>	<ul style="list-style-type: none"><li>• Equivalent to a High School Diploma.</li></ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"><li>• ISSA/CMI, Basic Custodial Technician Certification.</li></ul>
<b>DMV Class</b>	<ul style="list-style-type: none"><li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li></ul>

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

### Environment:

Indoor and outdoor environment; exposure to noise, dust, grease, smoke, fumes, solvents, gases, and all types of temperature conditions; work and/or walk on various types of surfaces, including slippery or uneven surfaces; work at heights.

### Physical:

Incumbents require sufficient mobility to walk, stand and sit for prolonged periods; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry up to 50 pounds and occasionally lift and/or mover over 100 pounds; operate assigned equipment and vehicles ; ability to verbally communicate to exchange information.

### Mental:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; use simple arithmetic reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff and other organizations.

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### ***Physical Demands and Working Environment (continued):***

#### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

#### **Hearing:**

Hear in normal audio range with or without correction.