

## **FACILITIES MAINTENANCE WORKER**

*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.*

### **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 a variety of tasks relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

Facilities Maintenance Worker is the entry-level class. Initially under direct supervision, incumbents perform a wide variety of 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 Facilities Maintenance Supervisor and/or Construction and Maintenance Manager.

Technical and/or functional work direction may occasionally be provided to the Facilities Maintenance Worker by the Lead Facilities Maintenance Specialist.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

Sweeps, mops, scrubs and polishes floors; sweeps and vacuums rugs; spot cleans carpets.

Dusts and polishes furniture and woodwork.

Empties, cleans and lines waste receptacles and disposes of trash.

Washes doors, windows, walls, ceilings, venetian blinds and furniture.

Cleans microwave ovens, stoves, coffee pots and refrigerators.

Polishes metalwork.

Cleans and disinfects restrooms.

Restocks restroom supplies as necessary.

Reports the need for maintenance and repair.

Strips, seals and buffs floors.

## **Facilities Maintenance Worker**

Turns off lights and locks doors to secure buildings.

Picks up paper and sweeps and washes areas around buildings and facilities.  
Maintains equipment and materials in proper condition.

Keeps basic records of work performed, timesheets, etc.

Observes safe working practices, including maintaining storage areas in a safe condition.

Corrects or reports any safety or fire hazards.

Follows label instructions to mix and dilute cleansers, disinfectant and stripping agents to ensure proper strength for use.

Uses a wide variety of tools, equipment and supplies.

Reports unauthorized persons and other security problems.

May assist other maintenance personnel in maintaining buildings and fixtures; operates vehicles to and from work sites and to haul debris for disposal.

Moves office furniture and equipment and may make minor repairs.

Sets up conference rooms for meetings.

### **Marginal Functions:**

Responds to after hour emergencies, as necessary.

Performs related duties and responsibilities as required.

### **KNOWLEDGE 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; 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.

## Facilities Maintenance Worker

### **REQUIRED QUALIFICATIONS**

#### **Experience and Training Guidelines**

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

#### **Training and Experience:**

Training and experience substantially equivalent to graduation from high school or G.E.D. equivalent; and one year of experience performing a wide variety of custodial work in a commercial environment or building maintenance related duties.

#### **License:**

Possession of a valid Class C California driver's license, and a safe driving record.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental 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 functions.*

#### **Environmental:**

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 of time; 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.

#### **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

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Safety Sensitive Position