

FACILITY WORKER

DEFINITION

To perform custodial, cleaning and basic maintenance duties in an assigned City facility; to set up and break down furniture and equipment for meetings and other indoor and outdoor events; to prepare athletic fields; and to provide maintenance support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level maintenance Facility Worker class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform general cleaning maintenance duties including to sweep, mop, scrub, polish floors; vacuum, shampoo and steam or clean rugs and carpets; dust and polish furniture and woodwork; empty, clean and line waste receptacles and dispose of trash; wash doors, windows, walls, ceilings, blinds and furniture; clean and disinfect restrooms and kitchen areas; restock restroom supplies as necessary; clean lighting fixtures and replace light bulbs and fluorescent tubes.

Perform outdoors tasks to include prepare athletic fields including to drag, chalk and water the infield and set bases; perform minor cosmetic building exterior maintenance including leaf blowing and weed pulling; place stanchions, banners, canopies and parking and other signs out prior to events; hitch, drive, back up and park storage trailers.

Move and set up tables, chairs and other furniture and equipment as needed for activities, meetings and events; store such after activities are completed.

Turn off lights, close windows, lock doors to secure the facilities; clean trash from surrounding buildings and sports fields.

Perform minor repairs and maintain equipment in proper condition using basic hand and power tools; report the need for additional maintenance and repair; keep records of work performed.

Follow label instructions to safely mix, handle, dilute and dispose of cleansers, disinfectants, stripping agents, paint and other chemicals and their containers used in the course of work; ensure only the proper strength is used; wear protective safety gear as required.

Perform safety inspections; report unauthorized persons on site and other security problems; report persons parked in no parking areas; deliver and pick up materials or run errands to and from various City offices as needed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.

Use and minor maintenance of hand and power tools and equipment used in custodial and basic building maintenance work.

Safety practices and equipment related to the work.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

#### Ability to:

Clean, maintain, perform minor repairs and set up and break down equipment and furniture prior to and after events and activities.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem equipment; identify and locate maintenance issues; interpret work assignments; remember tasks and daily assignments; and explain maintenance issues to other staff.

Intermittently, sit while preparing reports; bend, squat, climb, kneel and twist when performing duties at a facility; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Perform outdoors tasks to include prepare athletic fields and set up and break down after other outdoor events.

Hitch, drive, back up and park storage trailers.

Use basic hand and power tools.

Safely use, store and dispose of cleaning agents and chemicals.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### Experience:

Two years of responsible general maintenance and cleaning experience.

#### Training:

Equivalent to the completion of the twelfth grade.

### License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of, or ability to obtain, a First Aid/ CPR certificate.