

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: FACILITIES WORKER

RANGE: 13

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of custodial, grounds maintenance and routine building maintenance activities involved in maintaining assigned County Office buildings, facilities and grounds in a safe, clean and orderly condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of custodial, grounds maintenance and routine building maintenance activities involved in maintaining assigned County Office buildings, facilities and grounds in a safe, clean and orderly condition.

Clean classrooms, lounges, offices, hallways and other facilities as assigned; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets; spot clean and shampoo carpets; empty waste receptacles and replace liners; spot mop spills; remove gum and debris as needed.

Perform grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; mow, edge, trim, and water lawns, fields and other turf grounds; prepare and fertilize soil; water various grounds areas by hand or by operating the irrigation system.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile, walls, doors and windows; unclog drains and toilets as needed.

Pick up and remove paper and other debris from grounds areas, parking lots, playgrounds, floors, walkways and areas adjacent to County Office facilities; sweep litter from walks, driveways and other concrete surfaces and assigned areas; dust and polish furniture and woodwork.

Plant, cultivate, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways.

Perform a variety of routine general maintenance and repairs; respond to work orders; replace light bulbs; repair, adjust and replace electrical, plumbing, HVAC and various other parts, components and fixtures as directed; maintain walls and patch holes as needed; apply paint and remove graffiti.

Operate and maintain a variety of equipment such as vacuums, mops, blowers, mowers, buffer/scrubber machines, carpet cleaners, edgers, tractors, trimmers, saws and various hand and power tools; drive a vehicle to conduct work as assigned by the position.

Lock and unlock doors and gates as appropriate; turn lights on and off as needed; set alarms as

November 2005

required; maintain security of assigned areas according to established guidelines; raise and lower flags as assigned by the position.

Set-up rooms, chairs, equipment and tables for meetings and other events as assigned; clean up furniture, equipment and debris following these events.

Monitor inventory levels of custodial, grounds maintenance and building maintenance supplies as required; assist with ordering, receiving and maintaining inventory of supplies as assigned.

Move and arrange furniture, supplies and equipment as needed; pick up and distribute supplies and equipment as requested.

Apply pest control methods to eradicate weeds and other pests according to established procedures as assigned.

Maintain routine records related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial, grounds maintenance and minor building maintenance work.

Basic grounds maintenance procedures including mowing, edging, raking and weeding.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Requirements of maintaining buildings, facilities and grounds in a safe, clean and orderly condition.

Cultivating, pruning and watering of flowers, trees and shrubs.

Operation of a wide variety of hand and power tools and equipment.

Appropriate safety precautions and procedures.

Proper lifting techniques.

ABILITY TO:

Perform a variety of custodial, grounds maintenance and routine building maintenance activities involved in maintaining assigned County Office buildings, facilities and grounds in a safe, clean and orderly condition,

Mow, edge, water, weed, fertilize, rake and cultivate lawns, fields and other landscaped areas.

Operate and maintain a wide variety of hand and power tools and equipment.

Use various cleaning materials and methods.

Perform a variety of routine general maintenance and repairs.

Move and arrange furniture and equipment.

Understand and follow oral and written directions.

Observe health and safety regulations.

Meet schedules and time lines.

Maintain routine records related to work performed.
Observe and report safety hazards and need for maintenance and repair.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above and one year custodial experience.

LICENSES AND OTHER REQUIREMENTS:

Designated incumbents in this class may be required to possess a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Exposure to fumes, dust, odors, oil, grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial, gardening and maintenance activities.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Heavy physical labor.
Climbing ladders.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working around and with machinery having moving parts.
Working at heights.