



**Class Title: Facility Maintenance Worker**

**FLSA Designation: Covered**

**Pay Grade: 4**

**Established: 7-12**

**Revised:**

### **Class Summary/Primary Function**

The primary function of an employee in this class is to perform routine custodial and cleaning tasks of public buildings. Additionally, an employee in this class may be assigned to other maintenance duties in County facilities including furnace maintenance in winter months and minor repair jobs as they pertain to general maintenance and upkeep of County buildings. The position may be fulltime or part-time and could be assigned day or night shift work. Work is performed under the direct supervision of the Commissioner's Assistant. The principal duties of this class are performed indoors and outdoors in all weather conditions in a public building environment and include use of electrically powered cleaning equipment and cleaning substances that may involve related hazards. This position is on-call for after hours emergencies and winter snow removal.

### **Essential Duties and Responsibilities**

#### **Custodial Duties:**

- Clean and sanitize restrooms (toilets, sinks, mirrors, privacy dividers, walls and floors).
- Maintain appropriate supplies in restrooms, including for evening public events (toilet paper, hand towels, hand soap, tissues, and trash receptacle bags).
- Gather and empty trash and recycling, and transporting to outside trash receptacles.
- Clean floors (offices, meeting rooms, and restrooms) by sweeping, mopping, scrubbing, or vacuuming.
- Dust furniture, walls, blinds, window sills, public counters, machines or equipment (e.g. file cabinets).
- Clean and polish furniture, wood trim and fixtures.
- Wash walls & windows as needed.
- Spot clean carpets stains.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures
- Remove snow from sidewalks and building entrances using snow blowers, snow shovels, or spread snow melting chemicals, depending upon extent of snow fall, weather conditions and temperatures.
- Spray insecticides or fumigants to prevent insect or rodent infestation.
- Clear debris from grounds, flower beds and walkways.
- Maintain exterior building surfaces, doors, windows, steps and signage.
- Raise, lower and replace flags as necessary.
- Maintain and operate coal furnace at law enforcement center.
- Clean chimneys, flues, and connecting pipes, using power or hand tools.
- Complete all duties on a scheduled and recurring basis.

### **Maintenance and Repair Work:**

- Set up or arrange tables and chairs to prepare facilities for events, such as public meetings.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Maintain light fixtures, replacing bulbs and ballasts as needed.
- Strip, seal, finish, and polish all wood and vinyl floors for on-going annual maintenance.
- Move heavy furniture, equipment, or supplies, either manually or by using hand trucks.
- Make adjustments and minor repairs to heating, cooling, ventilating and electrical systems, including the maintenance and replacement of all filters as needed.
- Inspect, operate, or test generators as necessary, including checking fuel level.
- Paint or repair windows, doors, floors, woodwork, plaster, drywall, light fixtures or other parts of building structures, including counters, benches, partitions, or other wooden structures.
- Maintain & replace all filters as necessary.
- Drive vehicles required to perform or travel to cleaning work.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Notify managers concerning the need for major repairs or additions to building operating systems; and coordinate work of contractors or vendors.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements:**

Knowledge of:

- Methods, materials, tools and standard practices of cleaning and maintaining public buildings;
- Preparation, use, and disposal of chemical cleaning agents;
- Appropriate use of cleaning agent for varied surface types;
- Safety procedures when cleaning and moving furniture.

Ability to:

- Follow written and oral instructions;
- Operate, maintain and perform minor repairs to powered custodial and facility maintenance equipment;
- Operate cleaning equipment and tools used in custodial and facility maintenance work;
- Organize and oversee preventative maintenance schedules and reports for mechanical rooms and general facility maintenance;
- Work independently and manage own work schedule to complete tasks;
- Maintain a flexible working schedule including being on call for snow removal during winter months;
- Develop and maintain effective working relationships with supervisor, fellow employees, community groups, elected officials, vendors and service representatives and the general public;
- Effectively perform routine maintenance on equipment and determine when and what kind of maintenance is needed;

## **Acceptable Experience and Training**

- High school diploma or GED equivalency is preferred, basic reading and math abilities are required; and
- Two or more years experience in performing skills maintenance or janitorial tasks; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of the job.

## **Special Qualifications**

- Must successfully complete in depth security background check (including the taking of fingerprints) due to having access to business offices and police department
- Valid driver's license to be able to drive company vehicles
- Must be at least 18 years of age

## **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, telephones, and safety warnings such as alarms and emergency warning sounds;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, drive a vehicle between facilities, examine facilities and related equipment, distinguish dirt or marks on surfaces and move through buildings and rooms;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of cleaning devices including powered equipment, hand equipment and tools; and to make adjustments to equipment; to drive a motor vehicle;
- Sufficient strength to lift or move objects up to 100 pounds, maneuver powered cleaning equipment such as vacuums and scrubbers, stand or work on feet for long periods of time, and to adapt to and move between work stations and buildings on a single shift;
- Sufficient body flexibility and balance to perform cleaning and equipment repair operations which require repeated bending and stooping motions, including climbing and working on ladders;
- Sufficient personal mobility, flexibility, stamina, and balance, with or without reasonable accommodation, which permits the employee to work in areas with only artificial light, to work within a tightly enclosed area such as closets and small offices, to work while exposed to unpleasant odors, to work in all weather conditions and with allergenic substances such as cleaning solutions and dust, and to work in a custodial and facility maintenance environment.