

CITY OF SALINAS

COMMUNITY FACILITIES SERVICE WORKER

BARGAINING UNIT/CLASS CODE:

SEIU / Q08

DEFINITION

To perform custodial and minor maintenance for an assigned building or facility; to maintain facilities at the Community Center or neighborhood center; and to set up facilities for shows, concerts, banquets, meetings, and other similar activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a supervisory position; may receive functional supervision from a lead position. May exercise technical supervision over part-time workers.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Do set-ups at the Community Center Auditorium frequently involving a complex movable seating unit; do a variety of other set-ups. Perform minor maintenance and repair work on buildings, the seating unit, tables and chairs, bathroom fixtures, roofs, and other facilities and equipment. Sweep, mop, wax, buff, scrub, and oil floors; dust, wax wash and polish furniture and woodwork. Replenish supplies for maintenance work. Empty and clean waste receptacles. Clean restrooms. Wash windows and walls. Raise and lower flag. Replace light bulbs. Clean fountains. Turn out lights and lock doors and windows. Assist facility users in placing decorations or equipment, as required. May maintain small landscaped areas and interior plants. Guard building to prevent vandalism. May observe mechanical equipment operations to report a system's function. Available to respond to emergency calls. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical mobility and stamina to stand and walk for long periods of time. Physical agility to push/pull, squat, twist, turn, bend, climb, stoop and reach overhead. Physical strength to shovel dirt and mud, lift up to 50 pounds and occasionally up to 75 pounds. Manual dexterity sufficient to use hand and power tools. Hearing and speaking ability sufficient to converse over the telephone, to detect and describe noises in machinery or to hear running water. Vision sufficient to read fine printed materials on labels, manuals, diagrams, to work with color-coded wires with no color deficiencies, and to drive. Detect odors. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Perform manual labor generally in an indoor environment for periods up to but not limited to 8 hours per day. Work with potentially dangerous chemicals including chlorine, sewage waste, Freon and the gases used with welding equipment. Respond to emergency call-outs at all hours of the day.

QUALIFICATIONS

Knowledge of:

Methods, materials, tools, and equipment used in building maintenance work. Cleaning procedures and appropriate cleaning agents, supplies and equipment. Methods, materials, and equipment used in custodial work. Safe work practices.

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COMMUNITY FACILITIES SERVICE WORKER (continued)**

Ability to:

Perform minor building maintenance and repair work. Set up meeting rooms and the Main Hall for various activities. Properly clean and store chairs, tables, and other equipment after use. Observe and report needs for maintenance or supplies. Understand and carry out oral and written directions. Establish effective working relationships with other employees, departments, and the public. Work irregular hours, holidays and weekends.

Skills to:

Perform minor building maintenance and repair work.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of high school/GED and two years experience in building maintenance and custodial work preferred.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 11-89, REV: 2-98, REV: 12-04, REV: 8-06