

CITY OF SALINAS

SENIOR COMMUNITY FACILITIES SERVICE WORKER

BARGAINING UNIT/CLASS CODE:

SEIU / L09

DEFINITION:

To schedule and supervise Community Facilities Service Workers, service aides, and perform custodial and routine maintenance work for City buildings; to participate in coordinating scheduling of City facilities with office and technical staff, to supervise and perform the set-up of facilities for a variety of meetings, events and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Facilities Maintenance Manager. Exercises scheduling and functional supervision over Community Facilities Service Workers and Community Center Service Aides.

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

Schedule, supervise and assign maintenance duties to subordinate staff; inspect and review work. Train and assist less experienced personnel. Coordinate scheduling of facilities with management and professional staff; plan set-ups with staff and facility users. Prepare weekly maintenance schedule for assigned Community Facilities Service Workers. Supervise the operation and maintenance of mechanical seating unit. Plan and perform building maintenance on the building facility. Perform maintenance and repair on equipment, tables, chairs, lighting fixtures, plumbing fixtures, roof, and mechanical equipment. Perform painting, patching, plastering of walls. Clean water tower and swimming pool. Supervise and assist in set-up of facilities for events. Prepares reports, maintains inventories, keeps records, orders supplies. Assists facility users in placing decorations or equipment as required. Secures buildings to prevent vandalism. Responds to emergency calls. Promote and maintain safety in the workplace. 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 with assistance. 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 safely with potentially dangerous chemicals including chlorine, janitorial supplies, sewage waste, Freon and the gases used with welding equipment. Respond to emergency call-outs.

QUALIFICATIONS

Knowledge of:

City policies and practices relating to supervision and maintenance of City facilities. Methods, materials, and equipment used in building maintenance work. Cleaning procedures, cleaning agents, supplies and equipment used in custodial work. Safe work practices. Set-up of facilities in accordance with building and fire codes for a variety of meetings, events and activities.

**CITY OF SALINAS
SENIOR COMMUNITY FACILITIES SERVICE WORKER (continued)**

Ability to:

Plan, assign, direct, supervise and review work of others. Supervise and perform minor building maintenance and repair work. Properly clean and store chairs, tables and other equipment after use. Keep accurate records, maintain inventory. Properly clean and store equipment after use. Develop maintenance schedules. Understand and carry out oral and written directions. Supervise swimming pool building maintenance operations. Work irregular hours, holidays and weekends. Operate and repair public address systems. Establish effective working relationships with employees, other departments and the public.

Skills to:

Perform routine building maintenance and repair work. Perform minor electrical, plumbing, carpentry and painting/patching work. Use electrical tools, drills, saws, hand tools, and appliances such as carpet cleaners, floor buffers, steam cleaners, etc.

License or Certificate:

Possession of a valid California Class C 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 (2) years experience in building maintenance and custodial work which included experience in set-ups of facilities for a variety of large events and meetings. Experience in the operation of a mechanical seating system is desirable.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 12-95, REV: 2-98, REV: 12-04, REV: 05-06