

**CITY OF SALINAS**

**PUBLIC SAFETY FACILITIES WORKER**

**BARGAINING UNIT/CLASS CODE:**

**SEIU / 026**

**DEFINITION**

To perform custodial and minor maintenance for an assigned public safety facility; to maintain public safety satellite facilities or neighborhood centers.

**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 help.

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

Do room set-ups at public safety facilities for various meetings and/or activities. Perform minor maintenance and repair work on public safety buildings, 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. May maintain small landscaped areas and interior plants. May observe mechanical equipment operations to report a system function. Available to respond to emergency calls relating to facility maintenance. 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, and to walk over uneven surfaces. Physical agility to push/pull, squat, twist, turn, bend, climb, stoop and reach overhead. Physical strength to lift up to 90 pounds. Manual dexterity sufficient to use hand and power tools. Hearing and speaking ability sufficient to converse over the telephone, and in person often over the noise of machinery, to detect and describe noises in machinery or to hear running water. Vision sufficient to read fine printed materials on labels, manuals, maps, 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 heavy manual labor for periods up to but not limited to 8 hours per day. Willingness and ability to work under adverse conditions such as in confined and awkward spaces, in and around raw and treated wastewater, and in potentially hazardous areas.

**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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PUBLIC SAFETY FACILITIES WORKER (continued)**

**Ability to:**

Perform minor building maintenance and repair work. Set up conference rooms 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. Work irregular hours, holidays and weekends.

**Skills:**

Perform minor building maintenance and repair work.

**License or Certificate:**

Possession of a valid California Drivers 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. Experience in maintaining and cleaning high security areas is highly desirable.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 4-96, REV: 2-07**