

MESA UNION SCHOOL DISTRICT

CLASS TITLE: SENIOR FACILITIES WORKER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform general custodial activities and a variety of unskilled and semi-skilled duties in the maintenance and repair of District facilities and equipment; order, receive and maintain inventory of custodial and maintenance supplies.

DISTINGUISHING CHARACTERISTICS:

The Senior Facilities Worker classification is responsible for the inventory and ordering of maintenance and operations supplies and assisting in the development and implementation of the District Deferred and Preventive Maintenance program. Incumbents perform more complex maintenance and repairs to facilities and equipment. The Facilities Worker classification is responsible for performing general custodial and maintenance duties. Incumbents perform unskilled and semi-skilled maintenance and repairs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform general custodial activities; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; clean classrooms, cafeterias, lounges, offices and other facilities; dust and polish furniture and woodwork; empty waste receptacles spot mop spills; remove gum, debris and graffiti as needed.

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 and windows; unclog drains and toilets; repair and maintain various plumbing fixtures.

Sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets.

Perform a variety of unskilled and semi-skilled duties in the maintenance and repair of District facilities and equipment including plumbing, painting, grounds work, carpentry and electrical; perform minor irrigation system repairs and replace sprinklers; arrange for major repairs as needed.

Monitor inventory levels of custodial and maintenance supplies; estimate labor and materials needed for projects; order, receive and maintain inventory of custodial and maintenance supplies.

Inspect school grounds and buildings to assure the safety and health of staff and students; replace light bulbs and ballasts; assist with minor electrical repairs such as repairing or replacing wiring, fixtures, switches, receptacles and lighting circuits.

Participate in the development and implementation of the District Deferred and Preventive Maintenance program; perform preventive maintenance on equipment such as troubleshooting, repairing or replacing switches, receptacles, valves, belts and motors.

Expedite routine maintenance requests from District personnel; work from oral and written instructions and work orders; assist in developing maintenance and custodial schedules; assist and obtain bids from outside contractors as directed; resolve issues and concerns as necessary.

Operate custodial and maintenance equipment such as vacuums, mops, hand and power tools, buffer/scrubber machines and other equipment as assigned; drive a District vehicle to conduct work; maintain vehicle and equipment in clean and proper working condition.

Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school building; set rodent traps as directed.

Move and arrange furniture and equipment; set up facilities for special events and meetings; assist in installing, maintaining and repairing cabinets, bookcases and a variety of classroom equipment; prepare various surfaces for painting and apply paint as directed.

Lock and unlock doors and gates as directed; maintain security of assigned areas according to established guidelines; report vandalism and need for maintenance repairs to appropriate authority.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, materials, tools and equipment used in custodial and maintenance work.

Basic methods of cleaning floors, carpets, furniture, walls and fixtures.

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

Appropriate safety precautions and procedures.

Proper methods of storing equipment, materials and supplies.

Operation and maintenance of custodial and maintenance equipment and hand and power tools.

Oral and written communication skills.

Basic inventory methods.

Proper lifting techniques.

ABILITY TO:

Perform general custodial activities and a variety of unskilled and semi-skilled duties in the maintenance and repair of District facilities and equipment.

Order, receive and maintain inventory of custodial and maintenance supplies.

Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

Operate a variety of custodial and maintenance equipment including hand and power tools.

Preventive maintenance principles and practices.

Observe health and safety regulations.

Provide general maintenance support in various areas including plumbing, painting, grounds work, carpentry and electrical.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Work cooperatively with others.

Meet schedules and time lines.

Move and arrange furniture and equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: one year of general maintenance or custodial experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Regular exposure to fumes, dust and odors.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate assigned equipment.

Walking or standing for extended periods of time.

Hearing and speaking to exchange information.

Seeing to perform custodial and maintenance duties.

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.

Climbing ladders and working from heights.

HAZARDS:

Exposure to cleaning agents and chemicals.

Working around and with machinery having moving parts.

Working on ladders.