

MESA UNION SCHOOL DISTRICT

CLASS TITLE: 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.

DISTINGUISHING CHARACTERISTICS:

The Facilities Worker classification is responsible for performing general custodial and maintenance duties. Incumbents perform unskilled and semi-skilled maintenance and repairs. 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform general custodial activities; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

Perform a variety of unskilled and semi-skilled duties in the maintenance and repair of District facilities and equipment involving plumbing, painting, grounds, carpentry and electrical work; refer major repairs to appropriate personnel.

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.

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.

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.

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.

Operate custodial and maintenance equipment such as vacuums, mops, hand and power tools, buffer/scrubber machines and other equipment as assigned

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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.

Expedite routine maintenance requests from District personnel; work from oral and written instructions and work orders

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.

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

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.

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

Learn appropriate safety precautions and procedures.

Learn proper methods of storing equipment, materials and supplies.

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

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

Work cooperatively with others.

Understand and follow oral and written directions.

Meet schedules and time lines.

Move and arrange furniture and equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

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.

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.