

ORANGE COUNTY CLASS SPECIFICATION

TITLE: BUILDING SERVICE WORKER III **GRADE:** 4

TITLE ABBREVIATION: BLDG SRV WRK III **TITLE NO.:** 6136

JURIS.CL: NC **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: VARIOUS **DIVISION:** VARIOUS

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: This is routine and repetitive manual work calling for the thorough knowledge of efficient and economical performance of building cleaning. May be required to perform maintenance tasks. Cleaning tasks are performed according to a well-established procedure, and maintenance tasks are performed according to specific directions. Supervision is received from a Building Service Supervisor or other Superior. May oversee and/or direct the work of subordinate building service workers in building cleaning. May operate a motor vehicle in the performance of job tasks. This class differs from that of Building Service Worker II in that incumbents may be required to handle hazardous waste material. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Checks the work of subordinate building service workers to insure bathrooms are clean and usable items replenished;
2. May be required to handle potentially hazardous waste materials such as soiled bedding and contaminated paper waste;
3. May be required to order janitorial supplies as needed from central supply. Checks periodically to maintain sufficient quantities of cleaning supplies are on hand;
4. Instructs new employees through On-Job-Training to assure proper procedures are followed, and to evaluate job knowledge of new employee;
5. Leads and participates in the sweeping and mopping of floors and stairs, vacuuming of rugs, waxing and buffing of floors;
6. Leads and participates in the cleaning, dusting, and polishing of office furnishings;
7. Leads and participates in washing of windows, walls, blackboards, sinks and other fixtures;

8. Leads and participates in the polishing and cleaning of metal furnishings;
9. Leads and participates in the emptying of waste baskets and collection and disposal of rubbish;
10. Clears snow and ice from walks, sands and salts walks and driveways;
11. May mow lawns, trim shrubs, rake leaves and perform a variety of other groundskeeping tasks as assigned;
12. May deliver packages and messages, use handtruck to transport items to end place or usage;
13. Unloads and stores supplies and materials from vehicles;
14. Performs and supervises table and chair arrangement and/or equipment for special use;
15. May make minor maintenance repairs such as plumbing, carpentry, or electrical;
16. May make tour of building(s) and grounds for security check. May be responsible for locking or unlocking building doors;
17. May operate a motor vehicle to perform job tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of building cleaning practices, supplies and equipment; ability to follow oral and written instructions; ability to direct the work of others; willingness to perform routine cleaning and other manual tasks; ability to get along well with others; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Six (6) months paid work experience which shall have included building cleaning.

NOTE: Must possess and maintain a valid driver's license.

REVISED: 8/28/17 DC