ORANGE COUNTY CLASS SPECIFICATION

TITLE: BUILDING SERVICE WORKER I **GRADE:** 2

TITLE ABBREVIATION: BLDG SRV WRK I **TITLE NO.:** 6134

JURIS.CL: L **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 efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning tasks are performed according to a well-established procedure, and maintenance tasks are performed under direct supervision or according to specific instructions. Direct supervision is received from a Building Service Supervisor or other superior. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Cleans rest rooms, replenishes usable items;
2. Sweeps and mops floors and stairs, vacuums rugs; may wax and buff floors;
3. Dusts desks, woodwork, furniture and other equipment;
4. Washes windows, walls, blackboards, sinks and other fixtures;
5. Polishes furniture and metal furnishings;
6. Empties waste baskets: collects and disposes of rubbish;
7. Clears snow and ice from walks, sands and salts walks and driveways;
8. May mow lawns, trim shrubs, rake leaves and perform a variety of other groundskeeping tasks as assigned;
9. May deliver packages and messages, use handtruck to transport items to end place of usage;
10. May unload and store supplies and materials from vehicles;

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11. Arranges chairs, tables and other equipment for special use of building or large floor areas;

12. Replaces light bulbs in assigned area as needed;

13. May paint rooms and equipment and assist in making minor plumbing, carpentry, and electrical repairs;

14. Check building for possible malfunctioning of facilities, reports to supervisor any unusual conditions or facilities not functioning properly;

15. May tour building/area for security, check doors and windows;

16. May operate a motor vehicle between buildings to perform job tasks;

17. May move furniture and equipment as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of building cleaning practices, supplies and equipment; ability to follow simple oral and written instructions; 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: None are required.

SPECIAL REQUIREMENTS: Must possess at time of appointment and maintain a valid driver’s license.