

ORANGE COUNTY CLASS SPECIFICATION

TITLE: BUILDING SERVICE WORKER II **GRADE:** 3

TITLE ABBREVIATION: BSW II **TITLE NO.:** 6135

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. May be required to perform 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. Supervision is received from a Building Service Supervisor or other superior. This class differs from that of Building Service Worker I in that incumbents may operate a motor vehicle in performance of job tasks and may be responsible to direct and/or oversee the work of others.. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Cleans rest rooms, replenishes usable items;
2. Sweeps and mops floors and stairs, vacuums rugs, waxes and buffs 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;

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9. May deliver packages and messages, use handtruck to transport items to end place of usage;
10. Unloads and stores supplies and materials from vehicles;
11. Arranges chairs and tables and other equipment for special use of building or large floor areas;
12. Repairs window shades, replaces light bulbs in assigned area;
13. Paints rooms and equipment and makes minor plumbing, carpentry, and electrical repairs;
14. May make tour of buildings and grounds for security check. May be responsible for locking or unlocking building doors;
15. Check possible malfunctioning of facilities, reports any unusual condition or facilities not functioning properly;
16. May operate a motor vehicle between buildings to perform job tasks;
17. May perform simple clerical 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 a small work force; 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.

REVISED: 6/6/75
FORMAT CHANGE: 1/21/86
REVISED: 10/3/89
REVISED: 12/11/89
REVISED: 1/7/91
JURIS CL UPDATE: 5/7/91
REVISED: 6/6/91
REVISED: 5/20/92
REVISED: 6/9/03 mf