

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR BUILDING SERVICE WORKER **GRADE:** 06

TITLE ABBREVIATION: SR BLDG SVC WORKER **TITLE NO.:** 6606

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

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** SUPPORT SERVICES

SUPERVISOR'S TITLE: EXECUTIVE HOUSEKEEPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing and participating in various building service activities. Work is performed under the general supervision of the Executive Housekeeper in accordance with established policies and procedures. Oversees and directs the work of Building Service Workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Recognizes work to be completed and assigns work to Building Service Workers;
2. Instructs Building Service Workers in cleaning procedures and the use of building cleaning supplies, materials and equipment;
3. Reports needs for repairs to supervisor;
4. Conducts routine inspections of assigned areas to insure a clean and sanitary condition is maintained;
5. Participates in the care and maintenance of the grounds, walks and parking areas adjacent to the building;
6. Participates in daily scheduled pick-up and disposal of infectious waste;
7. Orders and delivers needed housekeeping supplies to all areas;
8. Plans the daily work schedule in the absence of the Building Service Supervisor II;
9. Oversees the resolution of Housekeeping deficiencies found during Environmental Rounds;
10. Makes tour of buildings and grounds for security check and possible malfunctioning of automatic heating and cooling equipment;

11. Performs minor service work on mechanical and electrical equipment;
12. May assist with the transporting of residents both within the facility and on outside trips.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of building cleaning practices, supplies and equipment; ability to oversee the work of others; ability to perform minor building maintenance work; ability to understand oral and written directions; dependability; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of paid work experience in building cleaning or routine building maintenance, which shall have included overseeing and directing the work of others; OR
- (B) Two (2) years of experience as defined in (A) above.

REVISED: 4/13/79
REVISED: 5/14/90
REVISED: 6/4/93 kmg
REVISED: 7/7/00 kmg