



**JOB DESCRIPTION**  
**BUILDING MAINTENANCE WORKER I**  
**(Weekend Schedule)**  
**(Promotional)**

**THE POSITION**

Under the supervision of the Sr. Maintenance Supervisor – Buildings, and/or Crew Leader – Building Maintenance this position is responsible to perform a variety of tasks related to the custodial care and maintenance of District buildings, picnic areas, classrooms, and special event facilities located at various park sites. This position works a 40-hour a week modified work schedule (Thursday – Monday) that includes weekend and holidays and may be assigned to work from 6:00 am. to 2:30 pm., 6:30 am. to 3:00 pm., or 7:00 am. to 3:30 pm.

**EXAMPLE OF DUTIES**

The essential functions of the job include, but are not limited to:

- Clean and maintain orderly appearance of District facilities, including public restrooms, picnic areas, classrooms and special event facilities located at various park sites.
- Setting up and breaking down rooms (furniture, equipment, etc.) used for classes, meetings, weddings, parties, and other special events or activities.
- Minor building and equipment maintenance and repair.
- Moving furniture and equipment.
- Assisting other departmental or interdepartmental staff with minor tasks.
- Opening and closing facilities, including unlocking/locking doors, operating alarm system and lights.

The position may perform other related work as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge, Skills, and Abilities:** Requires a minimum of one year of building maintenance or other related experience. Must have a basic understanding of building cleaning methods and procedures; knowledge of the materials, supplies and equipment utilized in cleaning activities; knowledge in the safe use of cleaning products and chemicals. Requires the ability to read and understand written instructions; use of good judgment in carrying out written and/or oral instructions; operate mechanical cleaning devices.

**Licenses / Certifications:** Graduation from high school or equivalent required. Must possess a valid California Driver's License and a good driving record.

**PHYSICAL ACTIVITY REQUIREMENTS**

Position will require standing or walking 70% of the time or more; frequent lifting, pushing, pulling or carrying loads to 60 pounds; occasional lifting to 100 pounds; frequent bending, kneeling/squatting, reaching overhead/starching, climbing stairs, working on rough or uneven terrain; occasional crawling; frequent climbing of ladders, and the necessary dexterity for handling and operating equipment. This position may require the operation of some or all of the following equipment: vacuums, waxing machines, shampooing machines, various electric and pneumatic hand tools (drills, saws, sanders, etc.), and District vehicles.

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