



JOB DESCRIPTION

P/T MAINTENANCE WORKER III - BUILDINGS

THE POSITION

Under supervision of the Sr. Maintenance and/or Recreation Supervisor – Buildings, the position performs a variety of tasks related to the custodial care and maintenance of District buildings. This position works part-time in a day or evening shift. Hours and schedule may vary, and include weekends and/or holidays.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

- Cleaning and maintaining orderly appearance of District facilities, including public restrooms, kitchens, meeting rooms, and other areas.
- Minor building and equipment maintenance and repair.
- Moving furniture and equipment.
- Setting up and breaking down rooms used for classes, meetings and events.
- Assisting department staff with minor tasks.
- Opening and closing of some facilities.
- Greet public with tact and courtesy and answer inquiries, if capable.

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires a minimum of six (6) months of buildings maintenance or 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 of safe use of cleaning products and chemicals. Requires the ability to read and understand written instructions; use good judgment in carrying out written or oral instructions; operate mechanical cleaning devices.

License / Certification: Graduation from high school or equivalent, a valid California driver's license and good driving record are required. At time of interview, applicant must provide a Motor Vehicle Report (MVR) (dated within the last 30 days) from the Dept. of Motor Vehicles, and a copy of diploma or GED certification.

PHYSICAL ACTIVITY REQUIREMENTS

Position will require standing or walking 70% of the time or more; some to occasional lifting, carrying and pushing or pulling loads to 60 pounds; frequent bending, occasional kneeling/squatting, climbing stairs/ladders, crawling, working on rough or uneven terrain, some reaching overhead/stretching and handling and dexterity. This position will require the use of materials, supplies and equipment commonly utilized in buildings maintenance, and the operation of District vehicles.

EQUAL OPPORTUNITY EMPLOYER

All aspects of employment and promotion shall comply with the principle of Equal Employment Opportunity.

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