



## **JOB DESCRIPTION**

### **P/T MAINTENANCE WORKER IV - BUILDINGS**

#### **THE POSITION**

Under the supervision of the Sr. Maintenance Supervisor – Buildings, the position performs 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 32 hours per week 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, picnic areas, classrooms and special event facilities located at various park sites.
- Minor building and equipment maintenance and repair.
- Moving furniture and equipment.
- Setting up and breaking down rooms used for classes, meetings and events.
- Assisting departmental and interdepartmental staff with minor tasks.
- Cleaning and servicing vehicles.

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 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 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 a good driving record are required.

#### **PHYSICAL ACTIVITY REQUIREMENTS**

Position requires standing or walking 70% of the time or more; frequent lifting and carrying loads to 60 pounds and occasional pushing/pulling loads to 60 pounds; occasional lifting to 100 pounds; frequent bending, kneeling/squatting, reaching overhead/stretching, 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 machine, shampooing machine, various hand tools (drills, saws, etc.), and District vehicles.