

FACILITIES SERVICEMAN I

DEFINITION

To perform a variety of unskilled and semi-skilled duties related to auditorium events, such as set-ups, cleaning, and the minor maintenance and repair of buildings, and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level into the flexibly staffed class in the Facilities Serviceworker series that allows the incumbent to develop journey level knowledge and abilities. Initially, under close supervision, incumbents set up equipment for events and performs custodial duties. This class differs from the Facilities Serviceworker II in that the latter performs a variety of duties independently relating to the maintenance, repair, adjustment and cleaning of building equipment and machinery.

SUPERVISION RECEIVED

Immediate supervision is provided by the Facilities & Building Manager, or designee.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Sets up, cleans, and stores staging, dance floor, tables, chairs, and other equipment used in various kinds of meetings, activities, and events.

Performs regular janitorial work, such as cleaning hallways and offices, vacuuming and steam cleaning carpets, washing outdoor tile with powered floor scrubber, and cleaning and disinfecting restrooms.

Performs security work, such as parking control and setting up traffic barriers and building security as needed.

Cleans and inspects kitchen equipment; provides instruction to caterers on proper use of kitchen equipment.

Inspects, repairs, and stores furniture, staging, and various other building equipment.

Provides assistance to event lessees and the general public.

ESSENTIAL DUTIES (continued):

Provides instruction to temporary workers assisting in cleaning and set-up.

Sets up and stores sound and lighting equipment used in public events, including microphones, amplifiers, mixers, cassette decks, flow-spotlights, and stage lighting.

Replaces ballasts, light bulbs, and restroom hardware.

Performs minor building and equipment repairs involving basic painting, carpets, door stops, door hinges, electrical cords, vacuum cleaners, steam cleaners, and floor scrubbers.

Sets parking lot and exterior building light timers.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Use of hand and power tools used in the cleaning and the maintenance of buildings.

Safety rules and safe working methods.

Ability to:

Work independently.

Effectively interact and maintain good relations with lessees, the public, and co-workers.

Perform heavy physical work for extended periods of time.

Learn to read floor plans for set-up purposes.

Follow written and oral instructions.

Perform basic arithmetic.

Learn sound and lighting system set-ups.

Work from ladders or airlifts at various heights.

Use basic welding tools.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: None required. Experience performing heavy physical work related to cleaning or building maintenance highly desirable.

Education: Eighth (8th) grade education.

Licenses and Certificates: Possess and maintain a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical work environment: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, dust, mechanical and electrical hazards, and odorous environments; frequently kneel, stoop, crouch, squat, climb, twist, and handle equipment; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 75 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

318CS91

Created October 1991

Revised May 2015

AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt