

## **BUILDING MAINTENANCE WORKER**

### **Definition**

Under supervision, to perform a variety of custodial and general building maintenance work; to coordinate custodial work performed by contract personnel; to set up facilities for conferences, events, and use by others; and to do related work as required.

### **Examples of Duties**

Duties may include, but are not limited to, the following: Performs cleaning and custodial duties such as sweeping, scrubbing, vacuuming, mopping, stripping, waxing, and polishing floors; operates power cleaning and buffing equipment; dusts; washes windows, walls, and woodwork; empties wastebaskets and ashtrays; cleans restroom facilities and replenishes supplies; coordinates custodial work performed by contract personnel; insuring that work is completed in a timely manner; performs a variety of general building maintenance work such as painting, repairing seats, benches, tables, and chairs, replacing washers in faucets, and repairing electrical plugs and cords; assists with the renovation, repair and maintenance of facilities; sets up buildings and facilities for conferences, events, and use by others; performs building security functions; provides a variety of general assistance for Building Maintenance Craftworkers and the Building Maintenance Supervisor.

### **Employment Standards**

#### **Experience and Education:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

#### **Knowledge and Abilities**

*Knowledge of:* Methods, tools, equipment, and materials used in general building maintenance and cleaning operations; safe working practices.

*Ability to:* Perform a variety of general custodial and building maintenance work; coordinate custodial work performed by contract personnel; operate a variety of hand and power tools used in custodial and general building maintenance work; follow oral and written instructions; establish and maintain effective working relationships with others; deal courteously with the general public; work evenings, weekends, holidays and shift work.

**License(s) and/or Certificate(s) Required**

Possession of a valid California Driver's License at time of appointment.