



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 6051
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt
Union Representation: Represented**

Facilities Services Assistant I

GENERAL PURPOSE

Under general supervision, performs a wide variety of routine to semi-skilled tasks in the maintenance, minor repair, and upkeep of OCDE facilities, offices, and school sites; moves and sets up/breaks down furniture, equipment, and conference center room arrangements; and performs plumbing, electrical, and building repairs, sorts, and processes interoffice mail, courier packages, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Facilities Services Assistant Is perform a variety of unskilled and semi-skilled maintenance, repair, and custodial duties in the maintenance of OCDE facilities, offices, and school sites. Work requires maintenance, repair, and custodial skills across several craft areas but does not require journey-level skills.

Facilities Services Assistant I is distinguished from Facilities Maintenance Technician in that employees in the latter class perform semi-skilled to skilled duties requiring a higher level of building trade skills with a greater degree of independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Maintain buildings, offices, classrooms, restrooms, parking lots, play areas, kitchens, and other areas in a clean, safe, and orderly condition; sweep, mop, strip, buff, wax, seal, and polish floors; shampoo, spot clean, and vacuums rugs and carpets; dust, wash, and polish windows, fixtures, furniture, counters, and woodwork; clean and sanitize restrooms and drinking fountains; and empty and clean waste and recycling receptacles.
2. Move, set up, adjust, and arrange/re-arrange furniture, supplies, and equipment; set up conference center rooms for special events and meetings to meet customer requirements based on type and size of event; and deliver equipment, furniture, and supplies to offices as needed.
3. Date stamp, sort, weigh, and meter interoffice, U.S., and registered mail; process express and courier mail; record postage and mail charges to accounts in computer systems; and maintain package delivery records.
4. Pick up and delivers mail, package, equipment, supplies, print production order, and other items to various sites; may deliver lunches to school sites; operate a forklift, pallet jack, and hand dolly to load and unload delivery items; and receive and store items at the central warehouse.

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5. Perform minor repairs on facilities, buildings, offices, and school sites, including painting and minor electrical and plumbing repairs; replace lights and ballast; hang and install whiteboards and bulletin boards; assemble office and classroom furniture and equipment; install ceiling and floor tiles; frame and hang pictures; plunge toilets; prepare work orders and report other maintenance and repair needs; and respond to emergencies as needed.
 6. Restock break room and meeting room supplies; and maintain inventory and order required supplies, materials, parts, and equipment for regular maintenance and necessary minor repairs.
 7. Operate a variety of custodial equipment and hand and power tools; maintain various tools and equipment used in the course of work in clean, proper, and safe working conditions; and schedule the regular maintenance and repair of OCDE vehicles used in the course of work.
 8. Observe and comply with all relevant safety laws, codes, and OCDE policies.
 9. Prepare and maintain a variety of records and reports.

OTHER DUTIES

1. Operate vehicles to travel to various sites.
2. Remove and replace computer equipment requiring repair; and install computers and presentation equipment.
3. Properly dispose of surplus equipment and materials; and maintain appropriate records of surplus items.
4. Lock and unlock facilities, remove graffiti, and perform emergency cleanup and repairs as required.
5. Perform special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Methods, equipment, and materials used in general facilities maintenance and repair work.
2. Requirements for maintaining buildings and facilities in good repair.
3. Modern cleaning methods, including basic methods of cleaning and preserving floors, carpets, furniture, walls, and fixtures.
4. Cleaning materials, disinfectants, and equipment used in custodial work.
5. Basic methods, materials, tools, and equipment used in the building trades.
6. Shop mathematics.
7. Operation and maintenance of a wide variety of hand and power tools and equipment common to custodial work and the building trades.
8. Safe work methods regulations, procedures, and protocols pertaining to the work, including safe driving practices.
9. General office operations, services, procedures, and policies.

Ability and Skill to:

1. Operate and maintain specialized hand and power tools and equipment as required for areas of assigned responsibility, including custodial and warehouse equipment.
2. Perform standard custodial duties and make minor building and equipment repairs.
3. Set up and arrange furniture and equipment for meetings and events in accordance with layout diagrams and instructions.
4. Understand and follow oral and written instructions.
5. Estimate necessary materials and equipment to complete assignments.
6. Exercise sound judgment and initiative and work independently without close supervision.
7. Read, write, and comprehend English at the level required for the successful performance of assigned duties; and prepare basic records and reports.
8. Communicate effectively, both orally and in writing.
9. Establish and maintain effective working relationships with those encountered in the course of work.
10. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a high school equivalency test and one (1) year of responsible experience performing custodial and/or building maintenance and repair work; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy are required for certain assignments.

A valid forklift operator certification is required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification frequently walk, stand, and lift, carry, push, and pull heavy objects. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position includes the need to traverse uneven surfaces; and to lift and or move up to 50 pounds and lift up to 100 pounds with assistance.

Must pass a pre-employment physical examination related to job duties and assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

In performing these duties, the employee regularly works in indoor and outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is regularly exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, heavy vibration, and the risk of electrical shock. The noise level in the work environment is frequently loud.