



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

**Class Code: 6051
Date Adopted: July 1, 2008
Date Revised: May 4, 2016**

**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 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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Maintains buildings, offices, classrooms, restrooms, parking lots, play areas, kitchens, and other areas in a clean, safe, and orderly condition; sweeps, mops, strips, buffs, waxes, seals, and polishes floors; shampoos, spot cleans, and vacuums rugs and carpets; dusts, washes, and polishes windows, fixtures, furniture, counters, and woodwork; cleans and sanitizes restrooms and drinking fountains; empties and cleans waste and recycling receptacles; picks up paper and other debris from grounds and buildings.
2. Moves, sets up, adjusts, and arranges/re-arranges furniture, supplies, and equipment; sets up conference center rooms for special events and meetings to meet customer requirements based on type and size of event; delivers equipment, furniture, and supplies to offices as needed.
3. Date stamps, sorts, weighs, and meters interoffice, U.S. and Registered mail; processes express and courier mail; records postage and mail charges to accounts in computer systems; maintains package delivery records.
4. Picks up and delivers mail, packages, equipment, supplies, print production orders, and other items to various sites; may deliver lunches to school sites; operates a fork lift, pallet jack, and hand dolly to load and unload delivery items and receive and store items at the central warehouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

5. Performs minor repairs on facilities, buildings, offices, and school sites, including painting and minor electrical and plumbing repairs; replaces lights and ballasts; hangs and installs white boards and bulletin boards; assembles office and classroom furniture and equipment; installs ceiling and floor tiles; frames and hangs pictures; plunges toilets; prepares work orders and reports other maintenance and repair needs; responds to emergencies as needed.
6. Restocks break room and meeting room supplies.
7. Maintains an inventory and orders required supplies, materials, parts, and equipment for regular maintenance and necessary minor repairs; maintains records of work performed.
8. Operates a variety of custodial equipment and hand and power tools; maintains various tools and equipment used in the course of work in a clean, proper, and safe working condition; schedules the regular maintenance and repair of OCDE vehicles used in the course of work; keeps vehicle usage and inspection records.
9. Observes and complies with all relevant safety laws, codes, and OCDE policies.
10. Prepares and maintains a variety of records and reports.

OTHER DUTIES

1. Operates vehicles to travel to various sites.
2. Removes and replaces computer equipment requiring repair; installs computers and presentation equipment.
3. Properly disposes of surplus equipment and materials; maintains appropriate records of surplus items.
4. Locks and unlocks facilities.
5. Removes graffiti.
6. Performs emergency cleanup and repairs as required.
7. Performs 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 custodian work and the building trades.
8. Safe work methods and safety regulations pertaining to the work; safe driving practices.

Ability 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 successful performance of assigned duties.
8. Prepare basic records and reports.
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 high school equivalency test, and at least one 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 is 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to stand, walk, or sit; talk or hear, both in person or by telephone; use hands to finger, handle, or feel objects or controls and drive a vehicle; reach with hands and arms to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb, and balance to access materials or equipment, and lift and or move up to 50 pounds and lift up to 100 pounds with assistance from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Must pass a pre-employment physical examination related to job duties/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 and documents; analyze and solve routine problems; use basic shop mathematics; observe and interpret situations; learn and apply new skills; deal with changing, intensive deadlines; work with constant interruptions; and interact with managers, site administrators, teachers, students, and others 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 the 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 risk of electrical shock. The noise level in the work environment is frequently loud.