



July 2023
FLSA: Non-Exempt
Rate: Facilities Maintenance Worker I \$21.60
Facilities Maintenance Worker II \$23.40

FACILITIES MAINTENANCE WORKER I/II

DEFINITION

Under immediate (Facilities Maintenance Worker I) or general (Facilities Maintenance Worker II) supervision, cleans bus stops and transit centers and keeps them clear of debris; washes, cleans, and details District buses and other vehicles; maintains grounds and landscaping; performs office housekeeping functions; performs snow removal services; operates a variety of District vehicles and equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Facilities Maintenance Worker I) to general (Facilities Maintenance Worker II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Facilities Maintenance Worker I: This is the entry-level classification in the Facilities Maintenance Worker series. Initially under close supervision, incumbents learn and perform routine maintenance and cleaning duties on District vehicles, equipment, bus stops, and facilities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Facilities Maintenance Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Facilities Maintenance Worker II: This is the fully qualified journey-level classification in the Facilities Maintenance Worker series. Positions at this level are distinguished from the Facilities Maintenance Worker I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Facilities Maintenance Worker class series are flexibly staffed; positions at the Facilities Maintenance Worker II level are normally filled by advancement from the Facilities Maintenance Worker I level; progression to the Facilities Maintenance Worker II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Facilities Maintenance Worker II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Facilities Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Cleans and maintains District properties; maintains grounds and landscaping at various District facilities including shelters and bus stops; performs inspections of and maintains bus shelters, signage, and trash receptacles.
- Empties all bus stop and transit center trash containers throughout the District's service area on a daily basis.
- Washes, cleans, and details District buses and vehicles as needed; completes wash and detail reports.
- Assists with tire chain installation during snow days, as directed.
- Performs daily maintenance of facility restrooms; replaces toilet paper, hand towels, and soap as needed; performs yard and lot maintenance; empties trash containers in and around District facilities on a daily basis.
- Performs office housekeeping at the Shop Street facility which includes dusting, cleaning windows, vacuuming, and emptying trash, recycling, and shred containers.
- Performs snow removal at shop yard and bus shelters; operates vehicles and equipment including mounted snowplows, snow blowers, snow shovels, mechanical salt spreader, manual salt spreader, and any other equipment associated with snow removal.
- Safely operates non-revenue vehicles in the shop yard while performing job assigned job duties; transports vehicles to vendor for service.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Positions at the Facilities Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

- Methods of cleaning and performing various maintenance tasks.
- Basic janitorial methods.
- Basic mechanical hand tools and their uses.
- Snow removal techniques and tire chain installations.
- Safety procedures of handling hazardous materials such as cleaning supplies.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Learn and effectively perform maintenance techniques specific to work assignments.
- Use and operate a variety of custodial equipment, including vacuum cleaner, mop, and broom.
- Clean and care for assigned areas and equipment.
- Travel to different sites and locations.
- Use a variety of small hand tools.
- Maintain basic records.
- Drive in inclement weather.
- Install tire chains when necessary.
- Effectively follow verbal and written instructions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Facilities Maintenance Worker I/II: Equivalent to completion of the twelfth (12th) grade

Experience:

- Facilities Maintenance Worker I: One (1) year of general janitorial, maintenance, groundskeeping, and/or related experience.
- Facilities Maintenance Worker II: Three (3) years of general janitorial, maintenance, groundskeeping, and/or related experience.

Licenses and Certifications:

- Facilities Maintenance Worker I/II: Possession of a valid California or Nevada Driver's license, to be maintained throughout employment.
- Facilities Maintenance Worker II: Possession of, or successful acquisition within 60 days of employment, a valid "Class A" or "Class B" Commercial Driver's License with Air Brake and Passenger Endorsements, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards.

Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.