

FACILITIES WORKER

DEFINITION

Under general supervision, performs a variety of routine custodial, semi-skilled maintenance, repair duties, of District buildings and grounds; maintains offices, rooms, furniture, and equipment in a clean, sanitary, safe, and secure condition; performs a variety of maintenance duties and other minor building maintenance work; maintains landscape, gardens, walkways, parking lots, and grounds; installs and repairs irrigation systems ; ensures library facilities and grounds are kept clean and safe for staff and patrons. The facilities worker also monitors and maintains the safety and security of library properties, facilities, patrons, and employees; performs routine patrol and monitoring of library interiors and exteriors; opens and occasionally closes library facilities; and performs work duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This fully qualified classification performs the full range of custodial, landscape, and semi-skilled maintenance duties as assigned, working under general supervision while 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. This position also performs routine patrol, observation, and monitoring duties.

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 so qualified employees can perform the essential functions of the job.

- Performs supplemental routine custodial duties involved in cleaning, caring for, and maintaining library offices, rooms, and facilities; sweeps, mops, and polishes floors and steps; vacuums rugs and carpets; operates equipment such as vacuum cleaners; empties and cleans trash containers; gathers and disposes of recyclables; Cleans and disinfects restrooms including toilets, sinks, and other fixtures; stocks restrooms with supplies such as soap, toilet paper, and other sanitary dispensers.
- Cleans, washes, dusts, and polishes furniture, equipment, doors, windows, walls, blinds, books, bookshelves, light fixtures, and ceilings at both main and branch library facilities; reconditions office furniture when needed.
- Performs supplemental landscape maintenance activities including weed abatement and minor tree trimming; mows and edges lawns; edges around trees and sprinklers; trims, prunes, mulches, and plants shrubs, bushes, trees, flower beds, and ground cover; operates leaf blower; maintains exterior grounds, sidewalks, driveways, walkways, and parking lots, ensuring areas are clean and free of trash and debris.
- Operates, adjusts, and repairs automatic landscape irrigation controllers; services sprinkler heads; reports malfunctions or unsafe conditions; hand waters trees, bushes, plants, and flower beds.
- Paints walls, bookcases, bathrooms, and building exteriors.
- Maintains and replaces light bulbs, fluorescent tubes, and other lighting fixtures.
- Performs supplemental basic plumbing repairs such as unclogging sinks, toilets, and minor leaks.
- Assists in coordination and set-up of special events and programs; sets up conference rooms for meetings; sets up tables and chairs; moves office furniture and equipment.

- Delivers books to and picks books up from main and branch libraries; retrieves books from book drops.
- Monitors and maintains the safety and security of library properties, facilities, patrons, and employees.
- Performs routine patrol of library interiors and exteriors by walking around and observing; patrols parking lots and grounds at main and branch libraries; immediately reports any misuse of library property, facilities, or inappropriate activities to supervisor.
- Addresses, diffuses, and/or reports potential criminal activity or suspicious behavior such as vandalism, theft, or loitering to law enforcement agencies once given approval by managerial staff.
- Adheres to library policies and procedures when interacting with library patrons when issues arise.
- Checks to ensure all patrons have left building prior to closing; assists in clearing the building of patrons upon closing; closes library facilities, locks doors, and sets security alarm systems if no other staff is available.
- Actively engages with visitors and staff to create a welcoming and respectful environment while ensuring compliance with library standards of behavior; answers routine directional and informational questions of patrons, referring them to the appropriate personnel for assistance; provides general assistance to library staff in matters relating to building security, safety, and maintenance; works the front desk at the branch library when needed.
- Notifies supervisor of facilities and groundskeeping needs such as broken equipment or fixtures; maintains aesthetics of library facilities; assists with setting up facilities for meetings; provides support with library related events.
- Follow all safety rules and protocols; take appropriate action as required to identify and correct safety and security hazards including but not limited to utilizing and applying de-escalation techniques and practices, and report safety and security concerns timely and appropriately to their supervisor.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods, materials, and equipment related to the security monitoring activities plus cleaning, maintenance, repair, and inspection of buildings and equipment.
- Methods, materials, and equipment used in landscape maintenance work.
- Principles, methods, materials, and equipment used in skilled trades including electrical, irrigation, painting, and plumbing.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, and custodial tools and equipment.
- Surface preparation and application of paints appropriate to different internal and external surfaces.
- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the fields of electrical, plumbing, irrigation, and related building trades.
- Water conservation techniques.
- Basic mathematical skills.
- Record keeping principles and procedures.

- Principles and procedures related to security monitoring activities.
- Techniques and methods of administering warnings.
- Techniques and methods of escorting disruptive individuals from the premises.
- Effective, non-punitive, non-disciplinary techniques including all de-escalation methods and practices.
- Effective methods of supervising children and young adults.
- Problem-solving techniques and resources relating to safety and security protocols.
- Types of behavior that may constitute criminal or suspicious activity.
- Record keeping principles and procedures.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Perform a variety of semi-skilled and skilled tasks in the maintenance and repair of District buildings, facilities, and landscapes.
- Operate a variety of hand and power tools used in custodial, electrical, painting, plumbing, and irrigation work.
- Use a variety of landscape and gardening equipment to maintain library grounds.
- Inspect, operate, install, and repair automatic landscape irrigation controllers and sprinklers.
- Learn and apply various water conservation techniques.
- Clean and care for assigned areas and equipment.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Perform basic mathematical computations.
- Monitor and maintain the safety and security of library properties, patrons, and employees.
- Exercise effective observation skills.
- Learn, understand, and communicate library rules to patrons of all ages.
- Administer warnings and escort disruptive individuals from the premises.
- Clean and care for assigned areas and equipment.
- Report any misuse of library property, facilities, or inappropriate activities to supervisor or local law enforcement.
- Work under general supervision.
- Exercise good judgment under adverse conditions.
- Understand and carry out oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
- 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:

- High school diploma or equivalent.

Experience:

- Two (2) years of experience performing semi-skilled tasks in landscape maintenance, facilities maintenance, one or more building trades, or a related field, and some security guard experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, 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, which may include working on live electrical wires. 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 40 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in District buildings and facilities; are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants, and vermin, insects, parasites, etc. Employees may encounter challenging interpersonal situations in the course of their work.

WORKING CONDITIONS

May be required to work evenings and weekends and serve on-call to work various shifts or emergencies.