



## **ANTELOPE VALLEY TRANSIT AUTHORITY**

### **CLASS SPECIFICATION**

#### **FACILITY MAINTENANCE WORKER**

**Minimum: \$18.00/hour- Maximum: \$21.00/hour**

<b>Assigned to:</b>	FACILITIES MAINTENANCE DEPARTMENT
<b>Reports to:</b>	FACILITIES SUPERINTENDENT
<b>Supervises:</b>	N/A
<b>Board Approval Date:</b>	

#### **General Description:**

Under general direction provided by the Facilities Superintendent, performs a variety of custodial and maintenance tasks to ensure AVTA buildings, offices and facilities are appropriately cleaned, sanitized and maintained; inspects, examines and attends to restrooms, breakrooms, grounds, lobby, common areas, facility locations, offices and hallways in a scheduled and timely manner; logs and prepares facility maintenance records, lists and reports; identifies and communicates maintenance issues, supply, equipment deficiencies and unsafe and dangerous facility locations and conditions; performs other duties as assigned.

#### **Essential Duties and Responsibilities:**

- Performs and conducts custodial and facility maintenance functions at AVTA buildings, meeting rooms, facility sites, workspaces and public areas.
- Cleans, dusts, polishes office furniture, counter and tabletops; removes and cleans lighting fixtures; replaces lightbulbs; cleans, sweeps, mops, scrubs, strips, waxes and polishes floors; vacuums and shampoos carpeting; washes windows, ceilings and walls.
- Cleans, disinfects, sanitizes and polishes drinking fountains and restrooms; maintains breakrooms, appliances and sitting areas.
- Operates electric scrubbers, buffers and vacuum cleaners; empties waste baskets, recycle bags and trash containers.
- performs minor repairs as required.
- Measures and applies cleaning solutions; requests additional cleaning supplies as needed.
- Moves and replaces office furniture, equipment, recycle material and supplies.

- Identifies and communicates facility maintenance issues and concerns; documents needs for repair, restoration and replacement; examines and reports issues with hazardous facility operations, dangerous building sites and unsafe maintenance practices.
- Performs other duties as assigned.

### **Required Qualifications**

#### **Knowledge of:**

- Practices, methods, equipment and materials required for custodial work of building, facilities, grounds, and AVTA locations;
- Basic grounds keeping, such as planting, watering, mowing, spraying, fertilizing;
- Identification, trouble shooting and maintenance diagnostic techniques;
- Use and care of power and hand tools and custodial equipment;
- Proper use of cleaning materials, hazardous chemicals, disinfectants, custodial tools and equipment;
- Safe working practices, including techniques for safely lifting and moving heavy objects;
- Basic recordkeeping principles and procedures;
- OSHA and DOT Safety regulations;
- General first aid and shop safety practices;
- Computer applications and assigned automated systems;
- Interpersonal skills including tact, patience, courtesy, and confidentiality.

#### **Ability to:**

- Perform a variety of custodial and maintenance tasks for AVTA buildings, grounds and facilities;
- Identify and resolve problems;
- Operate equipment/vehicles safely;
- Make logical decisions and sound judgments using common sense;
- Practices safe work habits; train others in proper and safe work procedures;
- Plan, organize and establish reasonable priorities;
- Manage workload effectively including multiple tasks and projects;
- Create and maintain effective working relationships with those contacted in the performance of work duties and responsibilities;
- Demonstrate a high level of independence, organization, initiative and adaptability in a fast paced work environment requiring concentration, teamwork and attention to safety and detail;
- Work safely around hazardous materials and moving equipment;
- Work in a constant state of alertness and in a safe manner;
- Work irregular work hours, swing and graveyard shifts, holidays and weekends;
- Understand, read and communicate (both orally and in writing) in Standard English.

### **Education and Experience**

Any combination of education, training and experience that provides the required knowledge, skills, and abilities is qualifying. Typical qualifications include the following:

**Education:** HS/GED.

**Experience:** One (1) year of experience providing custodial and maintenance work, or related experience.

**Licenses, Certifications and other requirements:**

- Possession of valid CA Driver's License at time of appointment.

**Desirable Qualifications:**

- N/A

**Physical Elements and Working Conditions:**

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

- Work may be performed in a stressful, fast-paced office environment;
- Speak to communicate with vendors and internal staff;
- Climb, stoop, kneel, crouch, bend, stand and walk;
- Stand, walk or sit for extended periods of time;
- Push, pull, lift and carry boxes and other objects weighing up to 50 pounds and/or bulky material;
- Walk on uneven surfaces;
- Visual acuity and hearing capability sufficient to perform the essential functions of the job;
- Use of hand tools and other equipment to perform various custodial, repair, and maintenance activities.