

FACILITIES ATTENDANT



Description:

Under general supervision, performs general and routine custodian and maintenance tasks of building and facilities; performs related duties as required.

Distinguishing Characteristics:

This is the fully qualified working level. Positions in this class are responsible for performing custodial and maintenance duties under general supervision.

Duties may include, but are not limited to:

1. Cleans walls, counters, floors and windows, and emptying waste receptacles.
2. Cleans restrooms thoroughly to include: toilets, sinks, walls and floors and fixtures, assuring sanitary conditions; maintains restroom supplies.
3. Vacuumes and cleans carpets and floors; use or related equipment for each task.
4. Sets up equipment, tables and chairs as required for scheduled activities.
5. Lifts heavy loads manually, using equipment such as hand carts, dollies, fork lifts and other devices used to assist with loading and unloading supplies and equipment.
6. May deliver and pick-up equipment and supplies at various locations as needed.
7. Assists with general facilities maintenance and light repairs.
8. Provides vacation and temporary relief as required.
9. Provides other duties as required.

Typical Qualifications:

The equivalent to graduation from High School or have obtained a GED.

One (1) year of experience performing custodian or janitorial duties. Must have a general knowledge of building maintenance.

Must have and maintain a valid California Driver's License. Must be able to lift loads up to 80 pounds. Must be able to operate a forklift.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: Varies

Salary Range: AK7

Representation Unit: General Fire Support

Last Updated: 10/5/09