



MAINTENANCE ATTENDANT I

DESCRIPTION OF WORK

General Statement of Duties: Performs manual and semi-skilled work in the custodial and housekeeping care of municipal facilities. Work involves varied cleaning and minor maintenance and repair tasks following established routines in an assigned building. Primary responsibility is for cleaning and otherwise caring for buildings and equipment. Work is inspected while in progress or upon completion for adherence to instructions and work standards. This is the first level in a three level classification series.

Supervision Received: Works under general and/or close supervision of administrative superior; as designated. Supervision Exercised: None

EXAMPLES OF WORK:

1. Sweeps, mops, scrubs, waxes and polishes floors by hand or machine, washes windows, screens, sills, woodwork, doors, walls and ceilings.
2. Cleans and sanitizes restrooms, dusts and vacuums rooms; locks and unlocks doors.
3. Collects trash, disposes of waste, replaces light bulbs and makes routine repairs.
4. Shovels snow, mows grass, maintains outside walks and assists in keeping outside premises in an orderly condition. May operate small tractor, snow blower or forklift.
5. Sets up and takes down equipment such as chairs, tables, stages, footlights and display booths used for events held in public buildings. Also sets up and cleans up for light lunches with include coffee, water, soft drinks, cookies, etc.
6. Cleans, maintains and stores tools and equipment.
7. Performs other duties of a comparable level/type as required.

MINIMUM QUALIFICATIONS

Education and Experience: Completion of eight school grades, one year experience in custodial work; or any equivalent combination of training and experience.

Required Knowledge, Skills and Abilities:

Some knowledge of the materials methods and practices used in cleaning operations.

Ability to learn the operations and care of vacuum cleaners, scrubbing machines, polishing machines and other custodian equipment.

Ability to make minor repairs and adjustments to building fixtures and equipment.

Ability to maintain a schedule of cleaning and work with a minimum of supervision.

Ability to understand and follow written and oral instructions.

Ability to exercise care in the use of cleaning materials for different types of building surfaces.

Ability to perform moderately strenuous manual labor for extended periods of time.

Skill in communication, interpersonal skill as applied to interaction with co-workers, supervisor, general public, etc. sufficient to exchange or convey information and to provide and/or receive work direction.

The physical activities of this position are:

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs, and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at knee to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending leg and spine.

Crawling: Moving about on hands and knees or hands and feet.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Perceiving the nature of sound with no more than a 40 db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making the fine adjustments on machined parts.

Repetitive motions: Substantial movements (motions) of the wrists, hand and/or fingers.

The physical requirements of this position are:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception and field of vision for this position are:

OTHER: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

The conditions the worker will be subject to in this position are:

The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

The worker is subject to outside environmental conditions: No effective protection from weather.

The worker is subject to both environmental conditions: Activities occur inside and outside.

None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

The worker is subject to health hazards, cleaning up urine, vomit, and blood in rest rooms, cell areas and rear seats of police vehicles.