



JOB DESCRIPTION BUILDINGS MAINTENANCE WORKER II

THE POSITION

Under supervision of the Sr. Maintenance Supervisor –Buildings, performs a variety of tasks related to the care and maintenance of the Rancho Santa Susana Community Center building, including the scheduling and supervision of part-time custodians. Normal work week: Tuesday-Saturday. 10:00 a.m. to 6:30 p.m. Hours and days may change to meet Community Center needs.

EXAMPLE OF DUTIES

Major duties include custodial responsibilities such as setting up and breaking down for events, cleaning stripping waxing floors, restroom/shower room locker room cleaning, gymnasium and dance room hardwood floor care, moving furniture and equipment, minor building equipment maintenance and repair, operating power floor care machine and power tools normally used in building trades, setting up audio/visual equipment and supplies as needed, considerable contact with Recreation staff and public and other duties as required.

EMPLOYMENT STANDARDS

Three years experience in custodial work or other related experience desired. Evidence of knowledge and experience in related areas. Graduation from high school or equivalent. A valid California driver's license and good driving record required. At time of interview~ applicant must provide a copy of high school diploma or Q.E.D. certification and a Motor Vehicle Report (MVR) (not more than 30 days old) from the Department of Motor Vehicles.

PHYSICAL ACTIVITY REOUREMENTS

It is expected this position will require walking or standing 90% of the time or more; frequent lifting, carrying, pushing/pulling loads to 60 pounds; occasional lifting loads of 100 pounds; occasional kneeling/squatting, bending, reaching overhead/stretching; climbing ladders; necessary dexterity for handling and operating equipment, and climbing stairs. This position will require the operation of vacuums, waxing machine, power floor scrubber, power wet mop, scissors lift and various hand tools, drills, saws, etc.