



CITY OF CHINO

Facilities Worker

Definition:

Under general supervision, provides custodial services and maintains buildings and facilities in a clean and orderly condition; and performs related work as assigned.

Class Characteristics:

Facilities Workers are expected to work independently. Assignments are generally limited in scope, contain fairly routine tasks and are performed within a procedural framework established by the supervisor. Work assignments are given with explicit instructions or are so routine that few, if any, deviations from established practice are made without checking with the supervisor.

Essential Functions:

- Sweep and mop rooms, halls, stairways, and offices; strip, sand, refinish, wax, or buff floors; vacuum and shampoo rugs, carpets, and upholstery.
- Empty and clean waste receptacles, pencil sharpeners, and ash trays; dust and polish furniture, countertops, pictures, and brass and chrome fixtures; change light bulbs and fluorescent tubes.
- Clean and disinfect rest rooms, floor mats, drinking fountains, and fixtures; restock and may order supplies as needed; ensure specified sanitary standards are maintained; may perform pest control tasks in buildings; clean entrances to buildings by sweeping, hosing, and picking up of trash.
- Wash walls; remove markings on walls, rest room stalls, countertops, and desks; wash windows, mirrors and blinds.
- Move furniture or other heavy objects on request or for set-up of City functions; make minor repairs and adjustments to building fixtures and equipment.
- Secure buildings by locking and unlocking rooms, windows, or offices, the City Hall, and related City facilities; may set-up intercom or speaker systems.
- Report fire, sanitary, safety, or security hazards in the City Hall and related City facilities; report needed maintenance or repair.
- Operate City vehicles as required.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).

Experience:

- Two years of general custodial experience which includes building and equipment maintenance.

Considerable knowledge of:

- Methods, materials, and equipment used in custodial work.

Knowledge of:

- Related chemical solutions and the proper use and mixing techniques.
- Appropriate safety precautions and procedures.

Ability to:

- Perform general custodial and minor building and equipment maintenance.
- Learn and follow established cleaning methods and schedules.
- Work independently.
- Use a variety of custodial equipment and materials.
- Establish and maintain cooperative working relationships.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow oral and written directions.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, including a polygraph test, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category II

Link to description [here](#)

Employee Unit:

Depending upon assignment SBPEA (Services) or Part-time/Temporary/Seasonal

Revised: 11/12/2014

Replacing Custodian classification specification dated 08/06/2012.

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