



JOB DESCRIPTION

TITLE: **BUILDINGS/GROUNDS SERVICE WORKER II**
STATUS: **Union/FLSA Non-Exempt**
GRADE: **Grade 10**

JOB SUMMARY:

Incumbent is responsible for grounds maintenance and janitorial services at District office building and facilities.

REPORTING RELATIONSHIPS:

This position reports to a Field Operations Manager. Takes direction and assignments from Lead Buildings/Grounds Service Worker. May provide direction and training to Buildings/Grounds Service Worker I

ESSENTIAL DUTIES include the following:

- Clean tables, counter tops, desk tops, circulation counter and work area counters, drinking fountains, restroom toilets, sinks and countertops, mirrors, walls and stall doors, parking areas, sidewalks, pathways, and other areas as needed or required;
- Replace paper towels, toilet tissue and other items as necessary; Ensure that necessary cleaning and building supplies and/or equipment are available when needed;
- Vacuum, sweep, and mop all entry areas, carpeted and hard floors, including offices and hallways; strip and wax hard floors; spot clean carpet as needed;
- Empty all trashcans, place waste in garbage can; dispose of recycling in appropriate containers and receptacles; pick up and dispose of outside litter and/or debris as necessary.
- Make a visual inspection for light bulbs or fluorescent tubes, inside or outside, that need replacing and replace them or contact appropriate staff;
- Perform minor maintenance or repairs as needed;
- Paint walls, doors, trim, parking stalls, bollards, outside walls, signs and any other areas that is needed or required;
- Assemble furniture;
- Mow and trim all grass areas of office buildings, lift stations, pump stations, reservoirs, water tanks, and all other District facilities; weed in landscaped areas seasonally; trim bushes, trees, and groundcover seasonally as needed or scheduled; collect leaves in fall/spring and dispose of them in the appropriate manner;
- Shovel snow or place de-icing chemicals on walkways and parking areas during inclement weather as required; and
- Perform all other duties as required or needed.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Standard methods, practices, tools, and equipment used to perform janitorial services as well as buildings and ground maintenance;
- Qualities and uses of various cleaning, sanitizing, stripping, and waxing compounds;

- Occupational hazards and safety rules and regulations related to perform janitorial services as well as buildings and ground maintenance;
- Building and property security procedures;
- Computer and software programs necessary to perform the essential functions of this position;
- Wide range of chemicals according to appropriate laws, regulations, and guidelines; and
- Handling and disposing of hazardous materials and blood borne pathogens with care.

Skill in:

- Reading and following complex directions;
- Working without continuous direct supervision;
- Working with and safely disposing pesticides and other hazardous materials;
- Use of proper chemicals depending on specific cleaning need;
- Operating manual and power equipment related to this position;
- Performing physical labor related to this position;
- Maintaining cooperative working relationships with management, District staff, and the public demonstrating sensitivity to and respect for a diverse population; and
- Communication, both oral and written, as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction and carry out directions.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be at least three years of experience in interior and exterior maintenance including: mowing, trimming, weeding, snow removal, janitorial and handyman services. Training or the equivalent of a two year degree in landscape maintenance is desired. Master Gardener or similar certification is a strong plus.

Licensing Requirements:

Possess and maintain a Valid Washington State Driver's License with acceptable driving record; industrial First Aid and CPR card; and a pesticide applicator certification.

WORKING CONDITIONS:

Duties are often performed in the field where there is exposure to varying weather conditions, confined spaces, loud noises, strong fumes, mechanical equipment, and pumps. Visual inspection of the work site is necessary. Driving is required.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing and repetitive motions.

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.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: November 21, 2012