

Senior Building Services Worker

Definition:

Under general direction, supervises Building Services Workers responsible for the cleaning, minor repair and general maintenance of assigned County buildings in a defined geographic area.

Distinguishing Characteristics:

This is the first-line supervisory level in the series of Building Services Worker. This level is not included in the flexible classification series; promotion to this level is competitive. This classification is distinguished from the Building Services Worker classification by its responsibility for a geographic area comprised of several facilities. Incumbents spend the bulk of their time in the field inspecting the facilities in their geographic area while overseeing staff.

Essential Functions:

- Interacts with the public, patients, visitors and other staff in accordance with customer service standards;
- Completes tasks with an attitude of teamwork and cooperation in accordance with department procedures and standards;
- Uses precautionary and protective measures to avoid self-exposure and cross-contamination;
- Handles and disposes of contaminated trash according to established procedures;
- Maintains and respects patient and customer confidentiality;
- Assists with planning, organizing, and scheduling building services activities;
- Provides input to superiors on employee selection, promotion and discipline. Drafts subordinates' performance evaluations;
- Attends regular supervisory staff meetings;
- Assists with training, monitoring and oversight of subordinate County personnel and special program personnel who are engaged in Building Services activities;
- Regularly monitors work in progress and upon completion for conformance to standards. Enforces rules and regulations for facility operations;
- Estimates time and materials needed to complete a job;
- Coordinates ordering and delivery of supplies and materials to service area; maintains inventory records of equipment and supplies;
- Prepares work activity reports and maintains anecdotal records of daily events;
- Maintains effective working relationships with co-workers, customers and the public;
- Acts as a liaison between employees, customers and the Supervising Building Services Worker.

- Works with a variety of hazardous materials, and may be exposed to infectious waste, noxious fumes, dust and loud noises;
- Performs other related duties as required.

Employment Standards:

Minimum Qualifications:

- High School diploma, G.E.D. or equivalent.
- Eighteen (18) months as a Building Services Worker in the Kern County classification system or equivalent, **OR** four (4) years of janitorial experience, including one (1) year in a lead capacity.
- Possession of a valid Class C California Drivers license is required.

Some Positions May Require:

Possession of a valid Class B California Drivers License.

Candidates may be required to pass a thorough background investigation. Except for minor traffic violations, misdemeanor and felony convictions may be disqualifying.

Knowledge of: the methods, materials and equipment used in janitorial work; modern supervisory practices; basic bookkeeping for inventory purposes and mathematics.

Ability to: communicate effectively with staff, co-workers and supervision about completed and pending tasks; plan, organize and schedule building services activities; train and direct subordinate personnel; maintain accurate records; interpret product labeling and properly mix and use chemicals and solutions; follow sound safety practices; follow written and oral instruction; work independently; communicate effectively, both orally and in writing.

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.