

## **Building Services Worker**

### **Definition:**

Under supervision, performs the janitorial services needed to maintain assigned buildings and surroundings in a clean and orderly condition.

This represents the entry level to the fully trained Building Services Worker. Incumbents receive on-the-job instruction and supervision in the performance of job duties. Normal work assignments may be performed in close proximity to county employees and customers around sensitive, specialized equipment and infectious conditions and hazardous waste. Work may be performed within various locations in a pre-designated geographical location and/or during evenings, nights and weekends.

### **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.
- Sweeps, mops, strips and waxes floors and stairways using various types of floor care equipment;
- Vacuums, spot cleans, removes stains and shampoos carpets;
- Empties and cleans trash receptacles and operates trash compactor;
- Cleans, dusts and polishes furniture and woodwork; washes windows, walls, ceilings and a variety of window coverings;
- Cleans and disinfects restroom fixtures and drinking fountains; refills restroom containers and dispensers;
- Disinfects offices, workstations and public areas when an infectious condition has been reported;
- Uses precautionary and protective measures to avoid self-exposure and cross-contamination;
- Assists in setting up, breaking down and moving folding tables; moves and arranges furniture and equipment;
- Turns out lights; locks doors and windows; replaces light bulbs; and reports the need for repairs;
- Moves wheeled furniture racks;
- Carries, erects and climbs folding ladders;
- Lifts folding chairs overhead;
- Pushes a supply cart on wheels;

- Lifts and carries cases of supplies;
- Lifts crowd control turn-style poles in buckets of cement for placement on a cart;
- Performs other related functions as required.

**Positions in all departments may be expected to perform all of the functions listed above. Additional functions may be performed, depending on the department, as listed below:**

**Fire:**

- Maintain an understanding of kitchen operation and sanitation requirements;
- May be required to drive long distances after normal business hours to disinfect fire facilities and equipment;
- Works in close proximity to county employees, as well as critical and specialized equipment.

**Parks and Recreation Department:**

- Provides access to community facilities; responds to and resolves user requests and questions; ensures compliance with user agreements including vacating facilities, clean-up, and post-event inspection;
- Responds to the facility needs of onsite programs;; maintains an understanding of kitchen operation and sanitation requirements.

**Employment Standards:**

Minimum Qualifications:

- Possession of a valid Class C California Driver's License is required for some positions.
- Any combination of training and experience that will provide the following knowledge, skills and abilities:

**Knowledge of:** simple arithmetic, including ratios and proportions; knowledge of basic hand tools and electric floor equipment used in janitorial services; ability to follow written and oral instructions; ability to use good body mechanics and follow basic safety practices in the performance of job duties; ability to read and understand labels on containers and supplies.

**Ability to:** communicate effectively with staff, co-workers and supervisors about completed and pending tasks;

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

Incumbents are required to work with a variety of hazardous materials, and may be exposed to infectious waste, noxious fumes, dust and loud noises.

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.