

CITY OF HEMET

Class Code: 6513
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Date Last Revised: New Class

FACILITY SERVICES AIDE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, performs routine work in the cleaning, repair, and maintenance of City facilities; performs maintenance and light landscaping; assists with City-wide events, programs, and activities; sets up seating and tables for events; works a variety of special events, which may include working days, nights, weekdays, weekends, and holidays; assists the public; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The **Facility Services Aid** is an entry level class in which incumbents are expected to perform routine cleaning, repair, and maintenance of City facilities. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from designated supervisor. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills, and abilities.

EXAMPLES OF DUTIES

- Performs routine work in the cleaning, repair, and maintenance of City facilities.
- Performs maintenance and light landscaping.
- Cleans the kitchen, appliances, walls, and bathrooms; removes trash; cleans walkways; empties ashtrays, sweeps the floors; stocks supplies.
- Assists with City-wide events, programs, and activities.
- Arranges chairs, tables, and sound system from diagrams for events, conferences, rentals, and meetings; cleans, removes, and stores chairs, tables, and sound system from rooms following various activities.

- Works a flexible work schedule, which may include working days, nights, weekdays, weekends, and holidays.
- Oversees facility rentals, including policy enforcement, trouble shooting; use of equipment, and facility clean up.
- Performs minor maintenance and repair duties, including, but not limited to, painting, electrical, plumbing, carpentry, janitorial, replacing ceiling tiles, repairing fixtures, and repairing facility equipment.
- Assists the general public, customers, and employees with questions and concerns.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff, and the public.
- Perform related duties as assigned.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, and grasping in the performance of activities. The position also requires repetitive hand movement, both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more is also required. Additionally, the incumbent works in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals, which may expose the employee to fumes, dust, and air contaminants. The nature of the work may also require the incumbent to climb ladders and use power and noise producing tools and equipment.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Modern principles and practices used in maintenance and repair of facilities; safe use of cleaning supplies; common tools and equipment used in cleaning, repair, and maintenance work; basic landscaping tools and practices; occupational hazards and standard safety practices.

Skill to:

Safely and effectively operate a variety of maintenance equipment, tools, and materials.

Ability to:

Perform strenuous manual labor tasks, including facility and grounds repair, maintenance, and cleaning; interpret room diagrams and set up furniture accordingly; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

QUALIFICATIONS GUIDELINES

No experience necessary. Graduation from high school or an equivalent combination of education and experience.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid and appropriate California driver's license and maintain a satisfactory driving record.

Must be able to work a flexible work schedule, which may include days, nights, weekdays, weekends, and holidays.