

# CLASSIFICATION SPECIFICATION

## Facilities Sanitation Technician I

FT/PT Class Code: 7038, 7538      Pay Grade: B/C 04      FLSA: Non-Exempt      Est. 07/01/12

***SUMMARY STATEMENT:*** An incumbent is responsible for maintaining the buildings and outside grounds in a clean and orderly condition and for interacting with students and staff in a professional and courteous manner.

### **NATURE AND SCOPE:**

An incumbent in this class typically reports to a technical supervisor and is often a member of a cleaning crew responsible for the maintenance of buildings. The incumbent maintains the inside of buildings in a clean and sanitary condition including the removal of trash. The incumbent may also, in season, be called upon to remove snow or assist in the groundskeeping work at the facility. The incumbent interacts frequently with students and is expected to assist them with inquiries for directions within the building in a professional and courteous manner.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Performs general custodial work according to institutional sanitation standards. Assists with some groundskeeping and limited maintenance when needed. Interacts frequently with students and assists them with directions and general inquiries.
2. Cleans and waxes floors using equipment such as vacuums, scrubbers and buffers. Uses chemicals safely and appropriately according to prescribed directions.
3. Cleans trash and waste containers and ensures that recyclable materials are separated from regular trash.
4. Cleans kitchen areas, bathroom, and educational laboratories as assigned and keeps areas disinfected. When applicable, disposes of laboratory waste in accordance with waste disposal procedures.
5. Hangs drapes, cleans windows, cleans desks and cleans chairs in classrooms.
6. Arranges furniture for special meetings and social functions.
7. Replaces light bulbs and ceiling tiles as needed.
8. May operate motor vehicles, mowers, snow removal equipment, etc.
9. Performs other related duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of methods and procedures in use and application of chemicals, solvents, etc.
- ◇ Ability to learn the materials, methods, and practices used in custodial work.
- ◇ Ability to learn the operation and care of vacuums, scrubbers, buffers, and other custodial equipment.
- ◇ Ability to make minor repairs and adjustments to building fixtures and equipment.
- ◇ Ability to read, write, and follow basic instructions.
- ◇ Ability to operate and make simple adjustments to housekeeping/grounds equipment.

## **MINIMUM QUALIFICATIONS:**

- ◇ Completion of ten (10) years formal schooling; or other equivalent combination of education and experience.