

CLASSIFICATION SPECIFICATION

Facilities Sanitation Technician II

FT/PT Class Code: 7039, 7539 Pay Grade: B/C 05 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 serving as a lead worker in training Facilities Sanitation Technician I's. An incumbent is also responsible 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 serves as a lead worker and provides training to an oversight of small groups of newly hired Facilities Sanitation Technician I's. 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. Serves as a lead worker by providing training to and oversight of small groups of newly hired Facilities Sanitation Technician I's. Inspects the quality of work for part-time Facilities Sanitation Technician I's to ensure that standards are met and safety practices are observed in the use of chemicals and equipment. Uses Material Safety Data Sheets in the event of a chemical accident.
2. Performs general sanitation 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.

PRINCIPAL ACCOUNTABILITIES, cont'd:

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 sanitation work.
- ◇ Ability to train others in sanitation techniques and in safety procedures for chemical handling and sanitation equipment operation.
- ◇ Ability to learn the operation and care of vacuums, scrubbers, buffers, and other sanitation 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:

- ◇ High school diploma or GED; or other equivalent combination of education and experience.